

Job Description



FACULTY OF ASIAN AND MIDDLE EASTERN STUDIES

Job title	Research Assistant, Tutankhamun Archive
Division	Humanities
Department	Faculty of Asian and Middle Eastern Studies
Location	Griffith Institute, Bodleian Art, Archaeology and Ancient World Library, St John Street, Oxford
Grade and salary	RS Grade 6: £34,982- £40,855 per annum, inclusive of Oxford Weighting (pro rata for part time)
Hours	18.25 per week (0.5 FTE)
Contract type	Fixed-term contract for 2 years
Reporting to	Griffith Institute Manager
Vacancy reference	178038
Additional information	

The role

This position is a collaborative role and the successful candidate will join the Griffith Institute (GI) team. In consultation with the team, the primary duty of the Research Assistant will be to work on the archival records of the Institute's Tutankhamun Archive (including diaries, journals, images, notes, object cards, maps, plans, etc.). Another key aspect of the role is to liaise with an external developer to support them in the creation of a Tutankhamun database and a visualisation of the tomb. The Research Assistant will also develop content to promote the project, as well as taking responsibility for disseminating and updating relevant information on the GI website.

Work/life balance

The Faculty of Asian and Middle Eastern Studies is actively promoting the provision of a family friendly working environment and together with the University of Oxford recognises the demands of work/life balance. We therefore encourage applications from candidates who may require flexibility in their working arrangements, and will be open to discussing such opportunities with shortlisted applicants at interview.



Responsibilities

The principal tasks will include:

- Undertake metadata creation and maintenance activities needed to incorporate digital and digitised content into the newly created database.
- Transcription and inclusion of recent accessions, previously omitted sections, and corrections to the online resource “Tutankhamun: Anatomy of an Excavation”.
- Interlinking and cross-referencing between different groups within the Tutankhamun collection (e.g. diaries, journals, object cards, conservation notes, publications, images).
- Interlinking and cross-referencing the Tutankhamun collection with other relevant collections in the archive, the *Digital Topographical Bibliography*, and the full descriptive catalogues for both the Carter and Tutankhamun collections now available in the *Griffith Institute Archive’s Online Catalogue*.
- Updating of existing digital records (e.g. replacement of older low-res scans for high-res ones).
- Act as first point of contact and liaise with an external developer to provide relevant material for the creation of a new database and visualisation of the tomb.
- Provide regular progress reports to your line manager and external stakeholders.
- Help promote and communicate the GI collections through different platforms and media.
- Assist researchers using the Tutankhamun and Carter collection.
- Share instruction and supervision of volunteers appointed to assist on different tasks.

Selection criteria

Essential selection criteria

- Hold a first degree in Egyptology or a related field;
- Possess sufficient specialist knowledge in Egyptology to work within established research programmes;
- Strong organisational skills, high precision, and particular attention to detail;
- Excellent communication skills, including the ability to write text that can be published (abstracts);
- Experience of following and adapting methodologies.

Desirable selection criteria

- Hold, or be working towards, a masters or doctorate in Egyptology or a related field;
- A command of Egyptological literature in a minimum of English, French, and German, as well as knowledge and ability to work with other languages;
- Experience of contributing to research publications;
- Experience of working in a research team.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

Faculty of Asian and Middle Eastern Studies

The Faculty of Asian and Middle Eastern Studies (AMES) is located on a number of sites with its centre in Pusey Lane, which is one of the largest institutions of its kind in Europe. The academic staff in Asian and Middle Eastern Studies teach and research the ancient and modern languages, literatures and histories of the Near and Middle East, South Asia, and East Asia.

The Faculty has some 220 undergraduate students and around 250 graduate students at Master's and doctoral level. It has over 100 teaching and research staff across an extremely wide range of subjects (see <https://www.ames.ox.ac.uk/>).

Its research has been consistently ranked exceptionally highly in external assessment and is distinctive

for the emphasis placed on engagement with the subject through materials expressed in the original languages of the areas studied and for its intellectual rigour.

At the undergraduate level, students can study Arabic, Persian, Turkish, Chinese, Egyptology and Ancient Near Eastern Studies, Sanskrit, Japanese, Jewish Studies, Hebrew, plus other subsidiary languages. In addition to the BA in Arabic, students are also reading for joint BA degrees in Classics and Asian and Middle Eastern Studies, European and Middle Eastern Languages, and Religion and Asian and Middle Eastern Studies.

Egyptology at Oxford

Egyptology is taught at various levels in Oxford. There are usually about thirty students (both undergraduate and postgraduate) registered for degrees in the subject area. For the undergraduate honours degree in Asian and Middle Eastern Studies (AMES), Ancient Egyptian is one of the two main paths in the BA in Egyptology and Ancient Near Eastern Studies (EANES); Ancient Egyptian may also be taken as a subsidiary language with Akkadian, Arabic, Classics (within AMES), and Hebrew; Coptic may similarly be taken as a subsidiary to Classics. The EANES degree is also available with a subsidiary in Archaeology and Anthropology. At graduate level there is a long-standing MPhil in Egyptology. Significant numbers of students read for the MSt in Asian and Middle Eastern Studies, a one-year research preparation degree that is available in Egyptology as well as other subjects. At any time an average of about twenty graduate students are working for masters or doctoral degrees in Egyptology. The faculty also offers courses on Egyptian art and architecture for the BAs in Classical Archaeology and Ancient History and in History of Art, as well as some teaching for the BA in Archaeology and Anthropology.

The centre for Egyptology is the Bodleian Art, Archaeology and Ancient World Library, which houses the primary collections of books on Egyptology, Assyriology, and Ancient Near East, as well as Archaeology, Ancient History, Classics, Art History, and Eastern Art. Holdings in Egyptology and Ancient Near East are among the world's finest. The academic staff in Egyptology and Assyriology have offices and a teaching room on the same floor as the library collections in the subject area. The Queen's College Library also maintains and updates the Peet Library, a specialist collection of Egyptology material available to students and staff alike. The Ashmolean Museum houses world-class collections from ancient Egypt and Sudan, as well as the Ancient Near East, and these resources are actively used in teaching and research across the university and beyond.

The Griffith Institute

The Griffith Institute is a research institute for Egyptology and Ancient Near East that curates one of the world's largest collection of archives in Egyptology, which it actively makes accessible both online and to visitors. The Institute also publishes numerous important books in Egyptology, including Gardiner's 'Egyptian Grammar' and Faulkner's Concise Dictionary of Middle Egyptian'.

The Institute's principal research project is the 'Topographical Bibliography of Ancient Egyptian Hieroglyphic Texts, Statues, Reliefs, and Paintings' (referred to as the TopBib) which has been running for more than a century. Since 2012 the TopBib has been moving towards a new online presentation through a project initially funded by the University's John Fell Fund.

Another major project of the Griffith Institute is the Online Egyptological Bibliography (OEB), which received a grant from the Mellon Foundation to integrate the Aegyptos and other databases (2011–2014). This is a collaborative undertaking with the Ludwig-Maximilians University, Munich. The OEB makes more than 150,000 references available online with abstracts and/or keywords, ranging in date from 1822 to 2020. The Institute intends to develop as many synergies as possible between the TopBib and the OEB, including combining relevant data-gathering processes.

The Griffith Institute is housed on the floors below the faculty members' offices in the Bodleian Art, Archaeology and Ancient World Library, which is adjacent to the Ashmolean Museum, and enjoys the services of a specialist librarian for the Egyptology and Ancient Near East collections. The Griffith Institute is part of the Faculty of Asian and Middle Eastern Studies and benefits from a trust fund for the majority of its activities.

For further information please visit <http://www.griffith.ox.ac.uk/>, <http://topbib.griffith.ox.ac.uk/> and <http://oeb.griffith.ox.ac.uk/>.

Humanities Division

The Faculty of Asian and Middle Eastern Studies is part of the Humanities Division, one of four academic divisions in the University of Oxford, along with more than a dozen other Faculties and institutions. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. Even though the Faculty of Asian and Middle Eastern Studies is not physically moving into the new Schwarzman Centre building after its completion, it will have full access to the new exhibition and performance spaces and will be closely involved in cross-faculty initiatives of the Centre.

For more information please visit: www.humanities.ox.ac.uk

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly to hr@ames.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. For more details, see <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for all University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>
There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>), and a range of flexible working options. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to five University nurseries, we partner with a number of local providers to offer in excess of 450 full-time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>.

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>.

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/supportresearchers/connecting-other-researchers/oxford-research-staff-society>