Job Description

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Summary

Job title	Graduate Studies Assistant
Division	Social Science Division
Department	Oxford Internet Institute
Location	Currently 41 St Giles, and from October 2025, The Stephen A. Schwarzman Centre for the Humanities at Oxford Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 5: £31,459 - £36,616 per annum
Hours	Part time 0.8FTE – 30 hours per week
Contract type	Fixed Term for 3 years
Reporting to	MSc Programmes Coordinator
Vacancy reference	180805
Additional information	Proof of Right To Work in the UK: This vacancy does NOT meet the Home Office requirements for a Certificate of Sponsorship application. You will be based in Oxford but you may be able to agree a pattern of regular remote working in the UK with your line manager.

The role

Working in central Oxford as part of a busy administrative team, you will support the MSc Programmes Coordinator and faculty members in the delivery of OII's postgraduate taught degrees. The OII is expected to move to the Schwarzman Centre for the Humanities in late September, and there will also be an exciting opportunity for this role to work closely with the Graduate Studies team and Director of Graduate Studies to embed teaching into our new spaces.

As the first point of contact to Master's students and faculty members, it is essential that you have a professional outlook and presentation and are able to provide an exceptional level of customer service at all times.

You will need a wide range of office and administrative skills, together with a flexible 'can do' attitude to the varied requirements of the role. You will also need to have excellent word processing and other IT

skills, including the use of Office 365, video conferencing platforms, and other digital tools that support graduate studies provision.

This is an exciting opportunity for someone wishing to pursue a career in University administration and the post holder will be encouraged to take advantage of the many training opportunities offered by the University.

Due to the hands-on nature of the role, remote working is possible one day a week during full-term and up to three days a week outside of term time.

Responsibilities
Teaching arrangements and delivery

- Coordinate the OII's teaching timetabling end-to-end, including collecting facilities and AV requirements from faculty, making internal room bookings and submitting reservation requests for rooms external to the OII, scheduling lecture recordings and attending the first classes at the start of each term to support the convenors and ensure that all requirements are met

- Support convenors and teaching assistants flexibly throughout the delivery of their courses, liaising with other OII colleagues to resolve issues and feeding back to the graduate studies support team, making recommendations to support the continuous improvement of OII's teaching administration

- Create and maintain accurate student option course enrolment data and manage auditing requests from students internal and external to the department in accordance with convenors' auditing policies and space constraints

- In liaison with the department's Disability Coordinator, make specific teaching arrangements in support of students with disabilities

- Maintain current and accurate information on each course on the University virtual learning environment (Canvas), in consultation with course convenors and the MSc Coordinator, including the editing and distribution of lecture recordings

- Coordinate annual updates to course reading lists, including supporting convenors in using the University reading list platform (ORLO), verifying resource availability and other accessibility requirements in line with departmental policies, and ensuring the timely publication of reading lists for current students

- Provide technical support and training to academic staff and student teaching assistants in the use of digital education tools, including Canvas, ORLO, Panopto and Microsoft Teams

- Support the MSc and DPhil Coordinators in monitoring student attendance to meet Home Office student visa requirements

- Make administrative arrangements for meetings and workshops relating to OII degree programmes such as academic support sessions and teaching planning meetings, including scheduling, room bookings and arranging catering as required

- Assist in the organisation of the department's student induction programme for new MSc and DPhil students

General administrative support

- Field in-person and email enquiries from MSc students, providing guidance, signposting students to University services and and/or exercising judgment to channel queries to the MSc Coordinator and Programme Directors as appropriate.

- Attend the termly Graduate Joint Consultative Committee and other student feedback sessions as required.

- Support the Graduate Studies Manager in servicing the Graduate Studies Committee, including scheduling meetings, circulating committee agendas and papers, taking minutes and following up on committee decisions.

- Supporting the wider graduate studies support team during peak periods, particularly during graduate admissions January-March and in preparation for Exam Board meetings in June and September.

- Contribute to the overall smooth running of the department by proactively seeking *ad hoc* assignments and projects during non-peak periods for teaching (April to September).

- Fulfil any other duties commensurate with the grade of the post, as required by the Graduate Studies Manager or other senior colleagues.

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Selection criteria

Essential selection criteria

1. A good general standard of education at A level or equivalent and an excellent command of English

2. Experience of complex administration, including developing and improving processes;

3. Excellent interpersonal skills, including the ability to communicate effectively with both students and academic staff

4. Ability to manage own workload, deal calmly with competing deadlines and prioritise effectively from among a range of tasks

5. Excellent attention to detail and ability to interpret and follow procedures

6. Ability to use initiative and to work independently, with a pro-active approach to problem-solving, whilst recognising when appropriate to refer issues to others

7. Excellent IT skills, and ability to learn new systems rapidly and effectively

8. A collaborative approach to work, including the ability to work as part of a team, and a willingness to take on new responsibilities when required

Desirable selection criteria

1. Knowledge of Oxford student systems
2. Experience of working within a higher education institution or within a customer service environment.
3. Experience of running events or providing technical support and/or logistical support to stakeholders

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.

The Oxford Internet Institute

The Oxford Internet Institute – founded in 2001 - is a multidisciplinary research and teaching department of the University of Oxford, dedicated to the social science of the Internet.
Digital connections are now embedded in almost every aspect of our daily lives, and research on individual and collective behaviour online is crucial to understanding our social, economic, and political world.

Research: We have unprecedented access to a huge volume of rich social data, and are developing new theories, concepts and methods to analyse it.

Teaching: Our Masters and doctoral programmes bring students from all over the world, to work with our faculty at the cutting edge of their fields.

Policy: We provide the empirical data and conceptual analysis that is so needed to design policy solutions to societal problems.

Our academic faculty and graduate students are drawn from many different disciplines: we believe this combined approach is essential to tackle society's 'big questions'. Together, we aim to positively shape the development of our digital world for the public good.

The OII aims to operate at the cutting edge in both quantitative and qualitative methodologies that cut across disciplines and topics. The core of our activity is to develop rigorous peer-reviewed research and disseminate the outputs in high-quality journals, while ensuring that research helps inform and shape policy and practice.

Our research focuses on areas critical to the public interest and has already delivered significant impact. Our faculty were among the first to draw the world's attention to "fake news" and defined the concept of "big data". They have undertaken ground-breaking research into technology and wellbeing using real-

time industry data and persuaded major global firms to adopt a new methods and practices. And OII researchers have developed the first global ratings system for firms operating in the gig economy and had a significant role in influencing the online harms debate in the UK.

Our four teaching programmes graduate around 80 students a year across our two MSc programmes in addition to around five doctoral students. Many of our talented alumni go on to perform important roles and achieve significant accomplishments in the world of policymaking, technology development, civil society and academia.

In 2025, the OII is expected to take up residence in the new Schwarzman Centre for the Humanities, moving from our current location across three sites on St Giles.

For more information about the Oxford Internet Institute please visit https://www.oii.ox.ac.uk/.

Social Sciences Division

The Oxford Internet Institute is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority, and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK. It is home to outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

For more information please visit http://www.socsci.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 two 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** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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 at *recruit@oii.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. 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 https://staff.admin.ox.ac.uk/health-assured-eap

University Club and sports facilities

Membership of the University Club is free for 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 dependants. 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). 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 5 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 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/support-researchers/connecting-other-researchers/oxford-research-staff-society