



Administrative Officer

Hours: 36.5 per week

Salary: £24,226 - £36,337

Band: 5

Supervised by: Academic Registrar. Ultimately responsible to Senior Tutor

Job Contribution: The Administrative Officer is responsible for several key areas of academic administration at Oriel.

Responsibilities:

Academic prizes and graduate scholarships:

- To administer and manage academic prizes for undergraduate students
- To liaise with Departments and Faculties around the University to publicise prizes and scholarships in good time for university-wide admissions and scholarship selection processes, drawing from processes already in place.
- To maintain a comprehensive list of all funding opportunities available to graduate students at the College.
- To provide information to prizes and scholarship selection committees on candidates for their awards.
- To act as secretary to prizes and scholarship selection committees.
- To work closely with the College Development Office and University's Graduate Funding Office in order to keep apprised of all funds and potential funding partnerships available, and any new funding opportunities that arise.
- To ensure that the Bursary is informed of all scholarships awarded and to ensure that scholars receive funds in good time.
- To provide lists of scholars to various departments within college as and when required.
- Comply with all relevant data protection legislation, including but not limited to the GDPR and Data Protection Act 2018, ensuring that all personal data is processed and held in accordance with the law.

Other responsibilities within the Academic Office:

- Provide support during University Exams, e.g. collate invigilators' paperwork, set up rooms, be secondary contact for exam emergencies
- Provide support before and during undergraduate collections: enter room bookings, prepare papers and room folders, send completed exams to markers
- Maintain student records: enter postgraduate advisor assignments into eVision and ERM, update electronic and paper student files, process standard student status requests
- Prepare student files for Provosts' Collections
- Monitor attendance of students on Tier 4 visas
- Issue course/student status verification letters as required
- Request and distribute student university cards as required
- Monitor student feedback using the Student Barometer and bespoke surveys. Analyse and report on survey feedback to the relevant committee(s), e.g. Tutorial Committee.
- Oversee management the Academic Office's filing systems (student/tutor records) and ensure compliance with the Data Protection Act.
- Assist the Senior Tutor and Provost in monitoring quality of teaching and feedback
- Work with the Academic Assistant and Dean of Degrees to supervise the arrangements for the conferral of degrees to Oriel students at University Degree ceremonies, and attend degree celebrations in Oriel.

General duties:

- Liaise with Fellows and Lecturers, staff in other College departments, students, University central administration, subject departments and other colleges.
- Respond to academic enquiries from current and former students, alumni, members of academic staff, external bodies/individuals (by phone, e-mail or in person).
- Provide administrative support to the other members of the Academic Office, and to Fellows and Lecturers as and when it is required.

These responsibilities may be varied from time to time without changing the essential character of the post.

Qualities and Experience

Essential:

- Good oral and written communication skills.
- Appropriate experience in an administrative role.
- A high level of personal organisation.
- A high level of accuracy and attention to detail, with an organised, systematic, and methodical approach to work.
- Good analytical and problem-solving skills.
- The ability to work under pressure, to prioritise effectively, and to meet deadlines.
- The ability to work well in a small team.
- A positive attitude to work, and a willingness to help others.
- The ability to maintain a high standard of confidentiality and discretion.
- Good IT skills, including competence in database work (in particular using Microsoft Access), together with word-processing using MS Word, and use of MS Excel and MS Outlook.

Desirable:

- . Experience of university or academic administration.
- . Knowledge of Oxford University and/or its Colleges.

Qualifications

- . A good standard of education (A Levels and a first degree or equivalent).