

## **JOB DESCRIPTION**

<b>Job title</b>	Academic Office Intern (Summer contract)
<b>Department</b>	Academic Office
<b>Location</b>	Oriel College, Oriel Square, Oxford OX1 4EW
<b>Salary</b>	£23,933 pro rata (hourly rate £12.61)
<b>Hours of work</b>	36.5 per week
<b>Contract type</b>	Fixed-term, June 2025 -September 2025
<b>Reporting to</b>	Academic Registrar
<b>Key internal stakeholders</b>	Academic Office Team Senior Tutor & Tutor for Admissions Fellows and academic staff

### **Overview of the role**

To provide administrative support for the tasks and duties involved in the day-to-day running of the Academic Office.

### **Main Duties and Responsibilities**

- Archival / electronic organisation of student records
- Assisting the Outreach Officer with event planning, digital resources and maintenance of school engagement records
- Academic HR: calculation of sabbatical entitlements, maintenance of academic staff records and reissuing of contracts
- Printing and filing of TMS reports for student files
- Willingness to assist with tasks and events as required (for example, College Open Days / Generating Genius events)

### **Selection criteria**

#### **Essential:**

- A methodical approach to tasks
- Autonomy - someone who can be relied upon to complete tasks in areas of responsibility
- Excellent attention to detail
- Excellent communication skills
- Confident and friendly team player

## **About Oriel**

Oriel College is the 5<sup>th</sup> oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700<sup>th</sup> birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Noble Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

## **Pre-Employment Screening**

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

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.

## **Data Protection**

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

*The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.*