



JOB DESCRIPTION

Job title	Office Administrator Intern (Summer contract)
Department	Domestic Office
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£23,933 pro rata (hourly rate £12.61)
Hours of work	36.5 per week
Contract type	Fixed-term June 2005 -September 20025
Reporting to	Domestic Bursar
Key internal stakeholders	Domestic Office staff Heads of department Senior management team

Overview of the role

To support the Domestic Bursar with the administrative tasks and duties involved in the compliance requirements and light project work of the College

Main Duties and Responsibilities

- Data analysis
- Policy collation and updates
- Liaising with contractors
- Ad hoc day to day administration

Selection criteria

Essential:

- Excellent documentation and writing skills including minute taking
- Methodical approach to tasks - someone who can be relied up to independently complete and finish work in areas of responsibility
- Excellent attention to detail
- Excellent communication skills
- Confident and friendly team player

About Oriel

Oriel College is the 5th 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 700th 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.