

JOB DESCRIPTION

Job title	International Programmes & Partnerships Administrator
Department	International Programmes & Partnerships
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£25,776 - £27,314 per annum (depending on experience)
Hours of work	Full-time, 36.5 hours per week
Contract type	Fixed-term, 12 months in the first instance
Reporting to	Director, International Partnerships & Programmes
Key internal stakeholders:	• Deputy Director, International Programmes & Partnerships • Seasonal programme staff, including Tutors and Delegate Advisors • Various College offices, including the Academic Office, Domestic Office, Finance Office, and HR Office • Students studying on International Programmes • Treasurer
External contacts:	• Partner Universities • Commercial partners and contractors

Overview of the role

To deliver all administrative support to the Office of International Programmes & Partnerships (IP&P) required to deliver exceptional extramural academic programmes for non-matriculated international students studying at Oriel College

Responsibilities

- To provide administrative support to the Director IP&P and oversee the administration of the Office.
- To provide administrative support in the marketing, recruitment, admissions, and operational delivery of international programmes (including visiting students), working in close collaboration with the Deputy Director IP&P and liaising with staff across the College.
- To assist in the design and delivery of extracurricular student programming, ensuring an exceptional experience for programme attendees.
- To coordinate the visits of international delegations, typically coming from international universities.
- To liaise with the HR Office to effectively and efficiently onboard Tutors, recruit Delegate Advisors, and arrange induction/training of seasonal staff
- To design high quality academic and administrative forms and processes.

- During quieter periods of the academic year, the incumbent may be asked to provide administrative assistance and project-based support to other Heads of Department across Oriel College.

Selection criteria

Essential:

- Strong administrative skills
- Well organised, proactive, and methodical
- People oriented
- Confident and well presented
- Computer literate
- Degree (any discipline) or qualified by experience

Desirable:

- Tertiary qualification
- Experience supporting HR functions or project-based work
- Exposure to marketing and communications disciplines

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.

Employee Benefits*

- 38 days holiday (including bank holidays)
- Pension scheme
- Life Assurance
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus, train and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users once every two years)
- Annual Flu jab
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

Retail

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

Fitness

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

Healthcare

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

IT Software

- Free Office 365 software download on up to 5 devices
- Free antivirus software

Training and Development

- Free access to hundreds of online training courses

*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.