

**JOB DESCRIPTION**

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| **Job title** | **Academic Assistant** |
| **Department** | **Academic Office** |
| **Location** | **Oriel College, Oriel Square, Oxford OX1 4EW** |
| **Salary** | **£24,000 - £26,000 per annum pro rata (depending on experience)** |
| **Hours of work** | **Part-time – 22 hours per week – minimum 3 days per week** |
| **Contract type** | **Permanent** |
| **Reporting to** | **Academic Registrar** |

**Overview of the role**

The Academic Assistant is responsible for providing vital administrative support to the Undergraduate and Graduate Officers as well as having ownership of several key tasks within the Academic Office at Oriel.

**Responsibilities**

* Organise Degree Ceremonies for current Oriel students and alumni.
* Take responsibility for the organisation and digitisation of former student files.
* Assist academic staff as required (for example, obtaining student information to assist with reference production)
* Order and issue University Cards for students
* Maintain stationery supplies for the Academic Office and Tutors

Assist the Undergraduate & Graduate Officers with the following tasks (as required):

* Production of transcripts, certificates and confirmation letters for current and former students including maintenance of electronic student records.
* Administration of prizes and awards.
* Updating content on the College intranet (Sharepoint).
* Assist with the production of Fresher packs, induction and registration.
* Monitoring contact points for students on Tier 4 visas.
* Provide administrative support during the Undergraduate admissions round (Oct – Jan): production of lists, collation of information, liaison with candidates, photocopying etc.

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, outside bodies, and outside 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.

**Selection criteria**

**Essential:**

* A good standard of education (A-Levels or equivalent)
* 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.
* Experience of organising events.
* Knowledge of Oxford University and/or its Colleges.

**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.*

**Employee Benefits\***

* 38 days holiday (including bank holidays)
* Pension scheme
* Employee Assistance Programme
* Free lunch on each day worked (when the kitchen is open)
* Travel loan scheme (bus and bike)
* Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
* Flu jab (reimbursement)
* Annual pension review meeting
* 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
* Free training via LinkedIn Learning

\*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.