Oriel College
UNIVERSITY OF OXFORD

JOB DESCRIPTION

Job title   Stipendiary Lecturer in Computer Science

Department   Academic

Location   Oriel College, Oriel Square, Oxford OX1 4EW

Salary   The basic stipend will be according to the Senior Tutors'
                     Committee recommended scale for full-time stipendiary lecturers
                     with a teaching stint of 6 hours per week (on a pro rata basis -
                     currently £15244 to £16983, 2024/25 per annum depending on
                     experience, 2024/25 rate to be confirmed).

Contract type   Fixed period of three terms (Academic year 2024 to 2025) to
                     cover a short-term teaching need, with the possibility of
                     extension for the academic year 2025 to 2026 subject to
                     continuing need.

Overview of the role

Oriel College seeks to appoint a Stipendiary Lecturer in Computer Science for a fixed
period of THREE terms (Academic year 2024 to 2025) to cover a short-term teaching
need, with the possibility of extension for the academic year 2025 to 2026 subject to
continuing need. Candidates should hold or be studying for a doctorate in a relevant
field of Computer Science, and should be able to demonstrate relevant teaching
experience.

Overview of the college

Oriel is a friendly and attractive College located right in the heart of Oxford. Founded in
1326 by King Edward II, it is one of the oldest Colleges in Oxford. The student body at
Oriel is made up of undergraduates and postgraduates studying a wide variety of
courses in a broad range of subjects. The students come from all kinds of schools,
backgrounds and countries, and the College is committed to selecting the best
applicants, based on academic achievement and potential, irrespective of any protected
characteristics. For further information about Oriel College see
http://www.oriel.ox.ac.uk.

Duties of the appointment

To act as a College Lecturer in Computer Science with a stint of 6 hours per week:

   a. To undertake teaching for an average of 6 contact hours per week during term
      time to undergraduates at Oriel College and other colleges. Teaching
      arrangements will be coordinated by the Main Organizing Tutor in Computer

Science, Dr Irina Voiculescu. Students should receive appropriate guidance for completing work in advance of tutorials and appropriate written feedback on written work submitted.

b. To provide teaching and thorough script marking for a selection of courses in the Core of the Computer Science degree, and a number of Options in the degree, according to ability and teaching need, as well as providing support and advice to undergraduates in their preparation for examinations.

c. To set and mark Collections (beginning of term internal College exams) as required, and to write end of term Tutorial Reports.

d. To meet undergraduates in 0th week at the start of each term to confirm arrangements for the term's work, and again in 8th week to review progress made.

e. To provide information as necessary on students' academic progress at meetings with the Main Organising Tutor and at meetings of the College's Tutorial Committee.

f. To play a full part in the undergraduate admissions process (shortlisting in week 6 and interviewing in weeks9/10 of Michaelmas Term), conducting interviews and assisting in administration. Admissions training is available if required.

g. To participate in College Open Days and other schools liaison or widening participation activities for the College.

Selection criteria

- Candidates should be studying for or have completed or a doctorate in a relevant field of Computer Science.
- Candidates must be able to show knowledge and understanding of the material required for Computer Science at Oxford, as well as an appreciation of the standards required for students to achieve good grades in each paper.
- Candidates should have demonstrable experience of effective small group teaching of Computer Science in the Oxford college system.
- Experience dealing with pastoral care of undergraduate students is desirable.
- Experience of the Oxford undergraduate admissions process is desirable.

Terms and benefits

The basic stipend will be according to the Senior Tutors' Committee recommended scale for full-time stipendiary lecturers with a teaching stint of 6 hours per week (on a pro rata basis - currently £15244 to £16983, 2024/25 per annum depending on experience, 2024/25 rate to be confirmed). Contributory membership of USS (the Universities Superannuation Scheme) is also offered. The post holder will also be entitled to a research allocation of £987. The Lecturer will be entitled to free lunch and dinner in the Senior Common Room.

How to apply

Applicants should submit their application via email attachment to the Academic Staff Officer, Oriel College, OX1 4EW (academic.recruitment@oriel.ox.ac.uk), no later than 9am on 19 August 2024. Each application should include: a CV with a summary of the applicant's career with details of their education and teaching experience and publications, if any; a covering letter; and names and contact details of two referees able to comment on the applicant's teaching and research skills. It is anticipated that interviews will be held on Friday 23 August 2024.

Informal enquiries may be made to Dr Irina Voiculescu (irina.voiculescu@cs.ox.ac.uk).

Applicants are asked to request their referees to send references directly to academic.recruitment@oriel.ox.ac.uk *before the closing date.*

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
- Membership to SCR
- Private medical insurance
- 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.