

JOB DESCRIPTION

Job title	Academic Assistant
Department	Academic Office
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£26, 678 - £28, 269 (depending on experience)
Hours of work	Full time – 36.5 hours 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 functions and processes within the Academic Office. The post has ownership of several key tasks as well as providing floating support to the wider team when required.

Responsibilities

- Organise Degree Ceremonies for current Oriel students and alumni
- Take responsibility for the creation and maintenance of student files, including the digitisation of former student records
- Timetabling of Provost Collections including organisation of student files
- Obtaining and reporting tutorial feedback to Tutorial Committee
- Managing documentation relating to Year Abroad students
- Assist academic staff as required (for example, obtaining student information to enable reference production)
- Order and issue University Cards for students
- Maintain stationery supplies for the Academic Office and Tutors
- Production of transcripts, certificates and confirmation letters for current and former students
- Administration of prizes and awards, including: Travel Grants, Undergraduate Scholarships and Exhibitions, Subject Awards & Instrumental Awards
- Updating content on the College intranet (Sharepoint)
- Assist with the induction and registration of freshers
- Monitoring contact points for students on visas via TMS
- Provide administrative support during the Undergraduate admissions round (Oct – Jan) and the Exam period in Trinity Term: production of lists, collation of information, liaison with candidates, photocopying etc.
- Assist the Academic Staff Officer by ensuring Right to Work compliance for academic staff, updating HR spreadsheets (sabbatical monitoring), preparation of contracts and occasional project work
- Secretary to Library and Archives Committee & Travel Grants Committee
- Organisation of specific events: The All Saints Gaudy, The Tutor for Graduates Summer Drinks & The Graduate Supervisors Dinner

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

*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.