Further particulars for the post of Academic Administrator

St Hugh's College

St Hugh's College was founded in 1886 as a women's college and became fully mixed in 1986. The College has some 420 undergraduates and around 400 graduates, 70 Fellows, 30 college lecturers, and a non-academic staff of 90. From its beautiful site in North Oxford, the College promotes a culture of research and intellectual engagement.

About the post

This post falls within the College Office, which handles the College's academic administration under the direction of the Senior Tutor, working closely with the College's other departments. The Academic Registrar oversees the College Office: the Academic Administrator, the Admissions Coordinator, the Academic Officer and the Outreach Officer. Whilst each member of staff has particular responsibilities, the College Office works as a team, with members assisting one another as the need arises. The post offers a good opportunity for someone with excellent organisational, inter-personal, and IT skills to apply their experience of academic administration to a wide range of activities. The Academic Administrator will play a significant role in ensuring that the information and processes vital to the College's administration are maintained and developed at the highest level, and when required acting as deputy to the Academic Registrar.

The work of the College Office has increased in recent years, and the St Hugh's is looking to appoint an intelligent and flexible administrator capable of applying their experience to the full range of academic administration within the College.

Academic Administration
In addition to taking part in the daily tasks of the College Office (writing transcripts, answering queries, liaising with the University Card Office, *etc*) the Academic Administrator will undertake the administration of certain academic appointments, the management of student records, as well as routine and *ad hoc* statistical reporting.

Examination Administration
The Academic Administrator will have particular responsibility for University Examination administration, including communicating with the Proctors' Office and Exams Team; results reporting; College collections (in-college examinations); and the arrangement of university examinations in College. The postholder will coordinate a group of invigilators drawn from the graduate body.

Academic Reports
With particular responsibility for the processes and schedules around OxCort, GSR and Minerva reports; collating reports and processing claims for payment each term. The

Academic Administrator will work closely with tutors from St Hugh's and other colleges and come to a detailed understanding of the relevant systems. While being the first port of call for queries, the Academic Administrator will be expected to ensure that other members of the College Office can also offer assistance to tutors and departments.

<u>Degree Days</u>
The Academic Administrator takes the lead in arranging attendance at graduation ceremonies throughout the year, coordinating bookings, arranging events, and ensuring smooth-running on the days themselves. The postholder will need to be confident in their application of the University's processes, and able to help others in their navigation.

<u>Problem Solving</u>
The Academic Administrator will draw on knowledge of the institution to provide advice, and answering a wide range of enquiries and difficulties which come to the College Office, including complaints, students in distress, technical questions from teachers, and queries from members of the public. The role requires sound judgement, delicacy, and tact, as well as a readiness to learn new skills and information so as to assist students and Fellows.

In addition to these elements, the Academic Administrator will have day to day oversight of the College Office, identifying matters requiring consultation with the Academic Registrar. The Academic Administrator will be able to deputise for the Academic Registrar, taking responsibility for the College Office in her absence; fielding welfare-related student queries; and representing the College at University and inter-college meetings.

The Academic Administrator will be responsible to the Academic Registrar, and ultimately to the Senior Tutor, and will undertake any other tasks as reasonably requested by them or another senior member of staff. He/she will liaise regularly with the Fellows, students, staff, undergraduate and graduate applicants, teachers and parents, departments and faculties, and the University's various offices.

The post is available from March 2019. The hours of work will be 37.5 per week, usually Monday – Friday 9am – 5pm, with a break for lunch. At certain times of year, the post will require longer working hours, which will be compensated for by time off in lieu.

Selection criteria

The person appointed will have the following qualities:

Essential:
- A very good standard of education
- Strong oral and written communication skills
- Excellent inter-personal skills
- Knowledge or experience of Oxford University or its colleges
- A high level of personal organisation and accuracy
- The ability to work under pressure and to meet deadlines
- The ability to work independently
- Excellent IT skills

Desirable:
- Experience of working with students
- Experience of working in the collegiate University
- Experience of design software and website editing

Benefits

Salary: the post will be remunerated on Grade 5 of the College's Salary Scale, which begins at £36,933. Salary will be determined according to qualifications and experience.

Holiday: The postholder will receive a paid holiday entitlement of 38 days per year, including bank holidays and the period during which the College is closed over Christmas. Leave may not normally be taken during Full Term, the week immediately preceding it, or during the December undergraduate admissions exercise.

Meals: a free lunch is available when on duty and when the College kitchens are open.

Pension: entitlement to join a contributory pension scheme after the successful completion of the probationary period.

Staff development: the University's Learning Institute runs an extensive programme of training courses, and IT courses are provided by the University's Computing Service. The postholder will be encouraged to attend sessions as appropriate, and there may be the opportunity to attend externally organised seminars and conferences as relevant.

Appointment procedure

By **9am on 11th March**, applicants should complete the Application Form and return to hr@st-hughs.ox.ac.uk with a covering letter, cv, and the details of two referees.

Applicants are asked to have one of their referees send a reference to the HR Office (hr@st-hughs.ox.ac.uk) by the closing date.

Applicants are also asked to submit a recruitment monitoring form to the HR Office (hr@st-hughs.ox.ac.uk); the form is also located on the College website.

Prospective applicants wishing to discuss the position should contact the Academic Registrar (thea.crapper@st-hughs.ox.ac.uk).

St Hugh's College is an equal opportunities employer.