



## WYCLIFFE HALL

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### ACADEMIC ADMINISTRATOR VACANCY

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Wycliffe Hall is seeking to appoint an Academic Administrator, a key role within the Hall's vibrant community.

The successful candidate will have significant experience in delivering effective administrative support, ideally in a collegiate and/or Higher Education environment. Reporting to the Senior Tutor, the Academic Administrator will be part of a busy Academic Office, focussing particularly on committee servicing and quality assurance. This role directly impacts the education which Wycliffe's students receive.

A varied post, it requires a meticulously organised individual with a proactive and structured approach to a busy workload. The role offers an exciting opportunity to interact with a wide range of internal and external stakeholders and is ideal for a candidate looking to take their next step in higher education administration, or for an experienced administrator looking to move into higher education for the first time.

Wycliffe Hall is an evangelical college and a Permanent Private Hall of the University of Oxford, committed to excellence in teaching and research. Our vision is to see the nations transformed by the gospel, for which we are renewing Christian leaders in prayer, character, preaching, and thinking. We have around 120 students, of whom about 60 are Church of England ordinands. Students study for undergraduate and postgraduate qualifications from the certificate level to the doctorate, and come from a wide variety of backgrounds.

The post is 0.6 FTE, but Wycliffe Hall is committed to flexible working and will consider applications from candidates who wish to work on a different basis.

To apply for this post, please send the following:

- 1) A full CV;
- 2) A covering letter explaining how your experience might qualify you for this post;
- 3) The names and contact details of two referees.

Applications are to arrive by **12 noon, 8 January 2021**. Interviews are likely to take place at Wycliffe Hall in the week commencing **18 January 2021**.

Please send applications to [vacancies@wycliffe.ox.ac.uk](mailto:vacancies@wycliffe.ox.ac.uk).

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## JOB DESCRIPTION: ACADEMIC ADMINISTRATOR

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**Responsibilities include:**

1. Servicing a number of academic committees, including the Hall's Education Committee and exam boards for Durham University;
2. Maintaining the Hall's education-related policies, ensuring they meet national best practice and accrediting body requirements;
3. Managing the process for individual student complaints;
4. Maintaining a number of student handbooks, ensuring that they are in line with Hall, University, and Church of England policies;
5. Producing, managing, and analysing results of the Hall's annual student survey;
6. Guiding students through extension and mitigating circumstances processes, including liaising with Oxford University's Proctors' Office and Education Policy Support team, and Durham University staff;
7. Producing annual assessment schedules for Durham University students, and working with the Academic Officer to administrate assessment processes for these students;
8. Working with the Senior Tutor and the rest of the Academic Office team to ensure the highest level of service for the Hall's tutors and students;
9. Deputising for the Senior Tutor at University or intercollegiate meetings where necessary;
10. Any other duties commensurate with the salary of the post.

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## PERSON SPECIFICATION: ACADEMIC ADMINISTRATOR

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### Post-related experience & skills

#### *Essential*

- Significant experience of administrative work, preferably within Higher Education;
- Experience of communicating effectively, both orally and in writing, at all levels;
- Ability to comprehend complex situations, to quickly learn new information, and to explain complex matters to non-experts;
- A very high level of attention to detail and a desire for excellence in all areas of work;
- Ability to effectively service committees at all levels;
- Experience of managing multiple competing tasks and deadlines under pressure;
- Experience of working with Microsoft Outlook, Microsoft Office (Word, Excel, PowerPoint), and a variety of databases;

#### *Desirable*

- Knowledge of Oxford University structure and administrative procedures, or experience of working in a Theological Education Institution accredited by Durham University;

### Interpersonal skills & aptitudes

#### *Essential*

- Proven highly proactive approach to working;
- Desire to work flexibly, as part of a team, as well as the ability to work independently;
- Excellent interpersonal skills, and the ability to relate to colleagues and students from a wide range of backgrounds with confidence;
- Sensitivity to confidential material and how to handle it;
- Sympathy with the ethos and values of Wycliffe Hall.

### **Remuneration**

This post is offered subject to the satisfactory completion of a 6-month probationary period and the capability and disciplinary provisions set out in the employee handbook. The salary is provided on Wycliffe Hall's scale (linked to the University of Oxford) between £32,000 and £38,000 FTE, depending on experience.

### **Pension**

Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

### **Working hours**

This is a part-time post for **21 hours** per week, but applications to work different patterns are welcomed.

### **Holidays**

Initially 25 days per year FTE, in accordance with the College Holiday Policy, in addition to public holidays, which if these fall during college term, shall be taken at an agreed time during vacations.

### **Meals in college**

The appointee will be entitled to free college meals during working hours except when the kitchen is closed.

### **General**

The job description is correct as at 8 November 2020. It will, however, be discussed between the appointee and the Senior Tutor, and may be amended from time-to-time, following such consultation, to reflect developments in or changes to the job.