Oxford Centre for Islamic Studies

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GRADUATE ASSISTANT

The Oxford Centre for Islamic Studies is an institution for the advanced study of Islam and the Muslim world. It is incorporated by Royal Charter with HRH The Prince of Wales as its patron. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and Muslim societies through learning and scholarship.

The Centre invites applications for a Graduate Assistant to work in this busy and varied position for the start of the 2022/3 academic year. This will be a fixed term contract for one year.

The post-holder will be paid between £18,000 and £23,000 per year, depending upon qualifications and experience.

Letters of application and a current CV, including the names and full contact details of two referees should be emailed to HR.Officer@oxcis.ac.uk

The closing date for applications is **31st July 2022.**

For further details see www.oxcis.ac.uk

JOB DESCRIPTION			
Job Title	Graduate Assistant		
Reports to	Director	Job Status	Full time
Passport/visa and/or nationality requirements	Applicants will be asked to provide proof of their right to work in the UK before employment can commence.		

The post holder will have the opportunity to learn about the Centre's activities and will get a rich and varied experience.

Key responsibilities:

- Database maintenance and extraction of information
- Maintenance of photo and video archive
- Administration; such tasks required by the Directors Office.
- Supporting events (including advertisement, event organisation and coordination, attendance)
- Assisting departments with social media campaigns.

	Essential	Desirable	Assessment stage
Skills and Knowledge	- Excellent oral and written English communication skills. - Knowledge of design applications, websites, and databases - Attention to detail - Ability to multi task - Ability to prioritise work - Drafting skills - Academic procedures	Knowledge of Raiser's Edge database	**Application, interview**
Experience	- Supporting events - Microsoft packages		**Application, interview**
Qualifications	Educated to degree level		**Application**