

Oxford Centre for Islamic Studies

An institution for the advanced study of Islam and the Muslim world



Database Assistant (part time)

Salary: £11.95 - £13.24 per hour

4-6 hours per week during office hours

Location: Marston Road, Oxford, OX3 0EE

We are looking for a candidate to provide high-quality database assistance to support the Centre's development and events activities.

The successful candidate must have a systematic approach to work and meticulous attention to detail. IT proficiency and some database experience are essential

Further particulars of the post may be obtained from the Centre's website at <https://www.oxcis.ac.uk/vacancies-opportunities>.

The closing date for applications is **Monday 18 March**.

Please send applications by email to Hr.Advisor@oxcis.ac.uk. You should include a CV, covering letter and contact details of two referees.

Database Assistant

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| Responsible to: | The Assistant Registrar |
| Responsible for: | Own work |
| Hours of work: | 4-6 hours per week during the working hours of Tuesday - Friday 9.00am to 2.30pm. |
| Salary: | £11.95 - £13.24 per hour |

Job Description

- Maintaining information on the database (adding and updating information).
- Carrying out regular reviews of the existing information on the database.
- Extracting mailing lists and contact lists from the database.

Person specification

Essential

- Experience of using databases.
- A systematic and efficient working style.
- Meticulous attention to detail.
- An ability to decipher and extract the information required by colleagues.
- Proficient in Microsoft Office, including Outlook and Excel.

Desirable

- Experience of using the Raiser's edge database

Background to the Oxford Centre for Islamic Studies

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter and is registered as a charity (number 293072). The Patron of the Centre is HM King Charles III. The Centre was founded in 1985 and is committed to the advancement of academic excellence in teaching, research and publication. The Fellowship is drawn from a variety of academic disciplines including: anthropology, Asian and Middle Eastern studies development studies, history and theology and religion.

The research profile is similarly diverse, ranging from regional study of the intellectual roots of Muslim civilisation and contemporary social movements in the Islamic world to investigations into the theory and practice of Islamic financial management.

The Centre has a thriving publications programme, which includes the *Journal of Islamic Studies*. Published three times a year, by Oxford University Press, the Journal aims to encourage interaction among academics from diverse traditions of learning to enable the dissemination of their research and reflections. It is peer-reviewed. The Centre facilitates, and actively encourages, the publication of monographs and other works by Centre Fellows.

The Centre's library provides valuable and unique resources. It now houses approximately 49,000 volumes and 360 manuscripts. The library collection is fully searchable on SOLO, the Oxford University's online library catalogue.

Potential applicants can find out more about the Oxford Centre for Islamic Studies at www.oxcis.ac.uk.

The Centre Building

The Centre occupies new, purpose-built premises on a 3.25 acre site on the Marston Road, Oxford. The complex of buildings combines the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, toleration, and friendship between the Islamic and Western worlds of learning. The buildings blend large elements and design details common to both Oxford colleges and Islamic architecture. They provide the Centre with accommodation for up to 54 students, Fellows and Visiting Fellows, a dining hall, a mosque, an auditorium, landscaped gardens, cloisters and quadrangles, as well as teaching and seminar rooms.

Right to work in the United Kingdom

As required by The Immigration, Asylum and Nationality Act 2006 applicants will be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

Equality and diversity

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly and that selection is based on individual merit and selection criteria relevant to the post.