

# Oxford Centre for Islamic Studies

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



## **Database Assistant (part time)**

Salary: £14 per hour

20 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>.

Please send applications by email to [recruitment@oxcis.ac.uk](mailto:recruitment@oxcis.ac.uk), including a CV, a supporting letter evidencing how you meet the person specification and details of two referees.

The closing date for applications is **Friday 10<sup>th</sup> January 2025**.

## **Database Assistant**

- Responsible to:** The Assistant Registrar
- Responsible for:** Own work
- Hours of work:** 20 hours per week during the working hours of Monday - Friday 9.00am to 5.30pm.
- Salary:** £14 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 contact lists from the database.
- Extracting mailing lists and preparing labels for mailings.
- Maintaining the folders and information on the database shared drive.

### **Person specification**

#### **Essential**

- Experience of using databases.
- Experience of handling large amount of information.
- 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 the King. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library. The Centre's website, which provides full details of the Centre's work, is at [www.oxcis.ac.uk](http://www.oxcis.ac.uk).

### **The Centre Building**

The Centre occupies purpose-built premises in Marston Road, Oxford. This building combines on a single site 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 Centre's premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site in the Marston Road. The premises provide the Centre with accommodation for up to 66 scholars and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

### **Working at the Centre**

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are expanding and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

### **Right to Work in the United Kingdom**

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore 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