

Oxford Centre for Islamic Studies



Graduate Assistant

Salary: £22,681 - £25,138 per annum

Contract: 1 year fixed-term

Location, Marston Road, Oxford OX3 0EE

The Oxford Centre for Islamic Studies is an institution for the advanced study of Islam and the Muslim world with the aim of encouraging a better understanding of Islam and Muslim societies through learning and scholarship.

This is an exciting opportunity to work as part of a close-knit team in a diverse and challenging role, working in an international environment for a growing educational institution.

The successful candidate must have some experience of supporting events, an ability to draft written communications for different audiences and an ability to work with high-profile international stakeholders.

You will need to be well-organised with excellent attention to detail and a positive pro-active approach to work.

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

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

Graduate Assistant

Further particulars

Job Title	Graduate Assistant		
Reports to	Assistant Registrar	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:

- Supporting events (including advertisement, event organisation and coordination, attendance)
- Producing written communications for publication in the Centre's newsletter and on the website
- Assisting departments with social media campaigns.
- Administration tasks as required by the Directors Office.
- Maintenance of photo and video archive
- Assisting in maintaining the database.

Person specification:

- Experience of supporting events.
- The ability to draft written work for different audiences.
- Excellent interpersonal skills and the ability to work with high-profile international stakeholders.
- Excellent organisational skills including the ability to multi-task and prioritise work.
- A positive and pro-active attitude to work.
- Excellent oral and written English communication skills.
- Excellent attention to detail.
- Good Microsoft IT skills.
- Educated to degree level.