

Oxford Centre for Islamic Studies



*A Recognized Independent
Centre of the University of Oxford*

Oxford Centre for Islamic Studies

Academic Officer

The Oxford Centre for Islamic Studies, a Recognised Independent Centre of the University of Oxford, incorporated by Royal Charter, is seeking to appoint an Academic Officer.

The Academic Officer is responsible for all aspects of supporting the day to day running of a busy Academic Office with particular responsibility for administration of Academic Office outreach events such as the Young Muslim Leadership Programme, short courses, and one off events such as conferences, together with an array of clerical duties supporting the routine functions of the Office. These include answering general enquiries, preparation of term cards and other notices, arranging and supporting seminar series and public lectures. A key aspect of the role will be maintaining and developing both physical and electronic record keeping systems.

The post-holder will work within the Academic Office team and will liaise closely with other individuals in the Centre such as the Director's office and the Bursary. The post-holder will report to the Deputy Registrar.

For further particulars please see the website: <http://www.oxcis.ac.uk/vacancies/>

Applications should be in the form of a covering letter and current CV, including the names and full contact details of two referees and should be e-mailed to Gordon.brown@oxcis.ac.uk.

The closing date for applications is **Friday 24 May 2019**.

Application Process

Applications, which should include a CV and cover letter, should be emailed to gordon.brown@oxcis.ac.uk. Please ensure that you provide information which demonstrates how your skills and experience match the selection criteria for the post.

The closing date for applications for this post is **Friday 24 May 2019**.

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.

Hours of Work

The post is full-time. The notional hours of work are from 9.00am to 5.30pm, Monday to Friday, with a one hour break for lunch. Some evening (normally during term time) and weekend work (when major conferences/events are being held) will be required for the proper performance of this role.

Person Specification

The post-holder should have:

- the ability to work unsupervised;
- demonstrated team working skills
- the ability to multi-task, prioritise workload and take ownership of many aspects of the job;
- proven attention to detail;
- excellent written and verbal communication skills;
- excellent computer skills (some experience of web and social media content updating will be an advantage)
- Some experience of events management will be an advantage
- experience in an higher educational institution will be an advantage

Salary

The post-holder will be paid between £23,000 and £25,000 per year, or at such other rate as the Centre may, from time to time, determine. The salary will be reviewed annually, usually in August. There will be a six month probationary period.

Holiday

The post-holder will be entitled to 35 days paid leave per annum including public holidays. S/he will normally be entitled to the usual public holidays as leave, although the Centre has the right to require him/her to carry out duties on a normal public holiday; if so, you

will be entitled to compensatory time off in lieu taken at a time mutually convenient to the post-holder and the Centre.

Benefits

A pension is available, to which the Centre and the employee contribute. Free lunches are provided during terms time.

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.

Background

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter. It is a Recognised Independent Centre of the University of Oxford and is registered as a charity (number 293072). The Patron of the Centre is HRH the Prince of Wales. 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 Premises

The Oxford Centre for Islamic Studies is based in purpose-built premises in Oxford. This building combines on a single site the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, tolerance, and friendship between the Islamic and Western worlds of learning. The Centre's new premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site on the Marston Road.

The Academic Office

The Academic Office supports the smooth running of the academic life of the Centre through sound administration systems, excellent customer care and attention to detail. In practice this means running the selection cycles for Centre Scholars, Visiting Fellows, servicing several Centre committees, administering short courses and regular seminar events, development of and running of short courses and outreach events. It is expected

that the Office will expand the number of events it runs internally and externally as outreach, and will develop its marketing of events particularly through social media.

Working at the Centre

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

Further Particulars

JOB DESCRIPTION			
Job Title	Academic Officer (General Enquiries & Short Courses)		
Reports to	Deputy Registrar	Job Status	Fulltime

Job Aim

- To be responsible for the efficient and effective day to day running of key functions of the Academic Office of the Oxford Centre for Islamic Studies

Context, Environment & Key Relationships:

About the Centre

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Key relationships include:

- External liaison with: enquirers and applicants to the Centre about academic issues such as scholarships, visiting fellowships, short courses and conferences; partner organisations we work with to deliver academic programmes; departments and colleges of the University; external committee members; suppliers who support our events and programmes.
- Internal liaison with: Director, Bursar, Registrar, Deputy Registrar; Fellows and Visiting Fellows; Scholars; Home Bursar; the Finance Office; various committee members; Academic Officer (Scholarships & Visiting Fellowships) and any other staff assigned to Academic Office duties

Accountabilities, responsibilities and main duties

1. Academic Office administration (50%)

- Prepares Term Cards, Calendars, leaflets
- Maintains physical and electronic filing systems to be complete, accurate and organised for maximum efficiency
- Administers cyclical programmes such as Fellows and Centre seminars
- Administers Common Room activities such as lunches, dinners
- Supports maintenance of handbooks and guidelines, checklists and timelines for cyclical Academic Office activities
- Maintains appropriate contacts databases, mailing lists
- Supports enquiries handling and customer care systems
- Prepares and maintains basic financial records for Academic Office activities
- Supports updating of website and social media sites

2. Administration of events and short courses (30%)

- Leads on the administration of the YMLP programme
- Administers regular events such as Centre Seminars, Fellows Seminars, Public Lectures, Graduate Colloquium events
- Supports external events and may take the lead on administering some of these
- Leads on the administration of other short courses (Arabic etc)

3. Administration of Scholarships & Visiting Fellowship Programmes (15%)

- Working with the Academic Officer (Scholarships and Visiting Fellowships), provides additional clerical support to the whole scholarships and visiting fellowships selection process from advertising to administration of appointments
- Handles additional routine scholarships and VF enquiries
- Supports arrivals and induction processes
- Provides appropriate additional support services to scholars and Visiting Fellows

4. Committee administration (5%)

- Provides committee administration (minutes, scheduling, membership)

Other important features or requirements of the job

Some evening (normally during term time) and weekend work (when major conferences/events are being held) will be required for the proper performance of this role.

This role works closely with the Academic Officer (Scholarships & Visiting Fellowships) and the two roles support each other to manage workflow. Flexibility in performing reasonable functions beyond the immediate job description is therefore required.

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.

Person Specification

	Essential	Desirable	Assessment stage
Skills and Knowledge	<ul style="list-style-type: none"> • Demonstrable ability to prioritise and multi task to meet deadlines • Proven attention to detail • Excellent written and verbal skills (English) • Evidence of the ability to work well in a team • Good computer skills (MS Office) 	<ul style="list-style-type: none"> • Some knowledge of databases, web page development, social media content development 	Application, interview
Experience	<ul style="list-style-type: none"> • Some experience of maintaining filing systems • Customer care experience 	<ul style="list-style-type: none"> • Some events management experience • Experience of working in a higher education environment 	Application, interview
Qualifications		University degree	Application