

Oxford Centre for Islamic Studies



Administrative Assistant

Applications are invited for the new position of Administrative Assistant at the Centre. This will require high professional standards, flexibility of approach, and the ability to work well as a team member. The position involves carrying out the full range of administrative functions within the Director's Office and supporting the senior management of the Centre.

The position is offered at a salary in the range of £22,000 - £24,000 depending on qualifications and experience. The position provides an opportunity to work in an exciting academic environment. Successful applicants must be willing to work a maximum of 14 Saturdays per year as required. Further details of the position and the Centre are available at www.oxcis.ac.uk

Letters of application, including a CV with the names and addresses of two referees should be sent to the Assistant Registrar (Gordon.brown@oxcis.ac.uk), Oxford Centre for Islamic Studies, Marston Road, Oxford OX3 0EE. The closing date for applications is **Friday 28 June 2019**.

Administrative Assistant

Job Description

The main purpose will be to perform the full range of administrative functions within the Director's Office and supporting the senior management of the Centre.

Specific duties include but are not limited to;

Key Responsibilities

- Assistance with events and visitors to the Centre
- Assisting with projects as required
- Managing the Office Administration
- Supporting HR & Recruitment duties
- Implementing and maintaining administrative systems
- Committee work
- Recording office expenditure and managing the budget

Desirable Characteristics

- Diplomatic, polite and proactive 'can do' approach
- Good attention to detail
- Resilient
- Ability to multi task
- Ability to prioritise and work with changing priorities and manage peaks of workload
- Knowledge of design applications, websites, and databases would be an advantage

There is an obligation to work on some Saturdays. These will not exceed 14 per year. Payment for the extra hours or time off in lieu is offered as compensation.

Benefits

- The Centre offers a competitive salary, based on University scales, of between £22,000 - £24,000 depending on qualifications and experience. Salaries are reviewed annually.
- There is a leave entitlement of 27 days per annum not including public holidays.
- Contributory pension scheme.
- Free lunches.

Further particulars for the post of Administrative Assistant

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 New Centre Building

The Oxford Centre for Islamic Studies is currently housed in new, purpose-built premises in Marston Road, Oxford. This building combines on a single site the academic, social, and residential functions of the Centre, and will be a physical symbol of partnership, toleration, 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 in the Marston Road. The premises will provide the Centre with accommodation for up to 54 students 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 expanding team and to contribute to a significant new development in Oxford academic life.

Application Process

Applications, which should include a CV and cover letter, should be sent or emailed to Mr Gordon Brown, Oxford Centre for Islamic Studies, George Street, Oxford, OX1 2AR or 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 28 June 2019**.

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 to the post.