

Oxford Centre for Islamic Studies



*A Recognized Independent
Centre of the University of Oxford*

Oxford Centre for Islamic Studies

GRADUATE ASSISTANT

The Oxford Centre for Islamic Studies, a Recognised Independent Centre of the University of Oxford for the study of the Islamic world and of contemporary Muslim societies, invites applications for this all round administrative post.

The essential qualifications are: a first-class ability to communicate with clarity in written English; an interest in the activities and aims of the Centre; and those personal qualities required to work as an effective team member.

The position will have a competitive salary, which is negotiable depending upon the qualifications and experience of the successful applicant.

Further details of the Centre, and its activities, can be found at www.oxcis.ac.uk.

Letters of application and a current CV, including the names and full contact details of two referees should be e-mailed to Assistant.registrar@oxcis.ac.uk.

The closing date for applications is **31 March 2020**. No acknowledgement for applications will be given before the closing date. The Centre will only contact those candidates called for interview.

GRADUATE ASSISTANT

Further Particulars

Overview

The essential qualifications are: a first-class ability to communicate with clarity in written English; an interest in the activities and aims of the Centre; and those personal qualities required to work as an effective team member. Duties will include, but will not be limited to, supporting events, database work, IT related work, working with academic administration, involvement with Fellows administration, library work, Bursary work and general administrative duties.

This is an exciting opportunity to join the Centre and learn about its work and functions. It will give the candidate a wide range of competences and experience and assist the Centre in its objectives over the near term.

Criteria for Selection

The Centre is looking for candidate(s) who most fully meet the following criteria:

- experience in supporting events, database work, working with academic administration, and general administrative duties.
- drafting skills
- commitment to be a fully participating member of the Oxford Centre for Islamic Studies.
- appropriate computer proficiency.
- knowledge of academic procedures
- an essential qualifications is a first-class ability to communicate with clarity in written English;

The Selection Process and How to Apply

Your application should contain:

- A letter of application which provides evidence as to how your skills and past experience meet the selection criteria outlined above;
- A detailed curriculum vitae;

All of the above should be sent for the attention of the Assistant Registrar, Oxford Centre for Islamic Studies, Marston Road, Oxford OX3 0EE. Applications must be received by 31 March 2020.

(Assistant.registrar@oxcis.ac.uk)

Terms and Conditions

The successful candidate will undertake the following duties:

- supporting events, database work, working with academic administration, and general administrative duties.
- participate in and promote activities which contribute to the academic and social life of the Centre.

Salary:

A competitive salary in the range of £18,000 – £23,000 determined by qualifications and experience.

Other terms and conditions of appointment:

All appointments are subject to the relevant and current provisions of the policies of the Centre. The candidate be eligible to join the Centre's pension scheme, annual leave of 35 days per annum, including public holidays, full membership of the common room and lunches during term time.

BACKGROUND TO THE OXFORD CENTRE FOR ISLAMIC STUDIES

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 and is committed to the advancement of academic excellence in teaching, research and publication. The Fellowship is drawn from a variety of academic backgrounds. Currently Centre Fellows teach in a range of University departments and faculties, including: Anthropology, Development Studies, Oriental Studies, Theology and History. The research profile is similarly diverse, ranging from geographical study of the intellectual roots of Muslim civilization 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 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 has expanded considerably in recent years, providing a valuable and unique resource. It now houses approximately 17,000 volumes. The library is part of OLIS, Oxford University's online union 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 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. They 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.

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.