





JOB DESCRIPTION AND SELECTION CRITERIA

Graduate Administrator

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| Department | Academic Office |
| Salary | £28,759 pa to £33,966 pa (discretionary to £37,099 pa), depending on skills and experience (Grade 5 of the University Salary Scale); this salary will be pro-rated in the event the post is held part-time. |
| Hours | The post is available as either a full-time or part-time appointment, with a minimum appointment of 0.8 FTE. If held as a full-time appointment the hours are 36.5 a week. The postholder is required to be flexible and additional hours may be required which can be taken back as time in lieu. Overtime is not paid. |
| Contract type | Permanent following satisfactory completion of a 6 month probationary period. |
| Reporting to | Academic Administrator (line manager) with liaison with the Tutor for Graduates and Senior Tutor |
| Contact | Development Office, Finance Bursar, Accommodation Manager and other staff across the College and collegiate University |
| Additional information | <p>Annual leave entitlement will be 30 days including the College's closed periods of five days at Christmas, plus bank/public holidays; this will be pro-rated in the event the post is not held full-time. Due to operational requirements, you will be required to work on one of the May bank holidays, for which time off in lieu will be provided.</p> <p>The post-holder will also have access to appropriate training courses, including those courses held by the Oxford Centre for Teaching and Learning and Computing Service.</p> <p>Parking is not available; however the College provides a bus pass scheme and a designated area for bicycles.</p> <p>Further details on staff benefits can be found on the back page.</p> |
| Start date | August 2024 or as soon as possible thereafter |
| Standards |  We are a certified Oxford Living Wage employer  INVESTOR IN PEOPLE |

Wadham College

Wadham is one of the largest of the colleges of the University of Oxford, with approximately 450 undergraduates, 250 postgraduates, around 70 Fellows and more

than 140 support staff. Founded in 1610, Wadham has an annual turnover of some £10M and reserves in excess of £100M.

Wadham attracts undergraduate and postgraduate students from a wide range of backgrounds thanks to its informal atmosphere, academic strength, historic environment and the open-minded, progressive and socially aware attitude of its community. Wadham College is proud to be a Living Wage employer since April 2015 and has been awarded Investors in People since 2003.

The College's Governing Body consists of the Warden and Fellows and is chaired by the Warden. The current Warden is Robert Hannigan CMG.

Further information about Wadham College can be found at www.wadham.ox.ac.uk

The Academic Office is responsible for the administration of academic processes in Wadham, and is overseen by the Academic Administrator and Senior Tutor. It administers appointment processes for new lecturers, prepares and distributes papers for the College's academic committees, oversees admissions and registration procedures for new undergraduate and graduate students, offers support to Fellows and lecturers, handles enquiries from students and all aspects of student administration, and manages the collection and dissemination of academic information to other departments in the College and University. The Academic Office has a happy history of being a close-knit but hardworking team in a busy College.

In addition to this post, the office consists of the following members of staff:

- Academic Administrator (managing the office and working closely with the Senior Tutor);
- Admissions Administrator (covering undergraduate admissions, with some involvement in access and widening participation work);
- Academic Records Manager (responsible for managing data on students and academic staff);
- Academic Support Administrator (supporting the Dean and Tutor for Undergraduates);
- Academic Office Administrator (supporting student ceremonies and official documentation requirements);
- Access Officer (working with schools and colleges across the country to broaden access to the College and University), who is supported by a number of Access Assistants

General Overview

The Graduate Administrator is responsible for the management of graduate admissions, graduate scholarships, and on-course graduate support, under the auspices of the College's Tutor for Graduates (a post held in turn by Fellows of the College, normally for a three-year period). With the support of other members of the team, the post-holder ensures that these processes are executed efficiently, to the highest possible standard for graduate applicants, graduate students and College academic staff.

Responsibilities and duties

To ensure the efficient and equitable functioning of the College's graduate admissions process, and deliver a high quality of logistical and pastoral support to the College's graduate students during their studies.

A. Graduate Admissions Process

1. Taking day-to-day responsibility for the Graduate Admissions process which, from the College's perspective, begins in January and ends in September.
2. Ensuring compliance with the University's Graduate Admissions procedures through attendance at relevant training, briefings and meetings.
3. Liaising with the Fellows who assess applications for college places, ensuring that decisions are made in a timely fashion and logged appropriately.
4. Liaising with offer-holders, preparing letters, tracking conditional offer fulfilment, and drafting and issuing graduate financial declarations.
5. Liaising with the College's Accommodation Manager, and as necessary Domestic Bursar, regarding room allocation and other domestic requirements.
6. Liaising with other University and College staff, such as the College's Disability Co-ordinator and the University Disability Advisory Service, as necessary.
7. Managing data relating to the Graduate Admissions exercise, for instance providing statistical data as requested by the Senior Tutor or Tutor for Graduates.
8. Supporting the Senior Tutor and Tutor for Graduates in planning the shape and size of the College's graduate body and developing annual admissions quotas.

B. Graduate Scholarships

9. Regularly updating the list of graduate scholarships offered by the College, in consultation with the Academic Administrator, the Finance Bursar and the College's Development Office.
10. Working with the College's Development Office to construct bids and to develop donor opportunities for graduate funding and support.
11. Liaising with the University's Graduate Admissions and Funding Office, the College's Graduate Scholarships Committee, departments, faculties and other colleges to award graduate scholarships as part of the admissions process.
12. Ensuring an accurate record is maintained of all awards made and reporting to the College's Development Office on the award of scholarships where necessary.

C. Publications and Communications

13. Dealing responsively and helpfully to enquiries from applicants and potential applicants, whether raised in person, on the telephone or via e-mail.
14. Updating and developing the graduate pages of the College's website and ensuring the College's entries in the University Graduate Prospectus are up-to-date.
15. Supporting specific events where required i.e. university-run graduate open days.
16. Working with the College's Middle Common Room (MCR) to support the logistics of graduate research presentations and college seminars.

D. On-course Graduate Induction and Administration

17. Registering and inducting new graduate students, taking responsibility for graduate elements of the induction process.
18. Organising the Graduate Freshers' Welcome Dinner and other college-organized events during Freshers' Week.
19. Acting as first point of contact and advice for graduates on course, and taking particular responsibility for communications with the College's MCR Committee.
20. Handling graduate progression forms on behalf of the Senior Tutor and Tutor for Graduates.
21. Allocating college advisors and communicating with advisors and advisees.
22. Managing the GSR reporting system and monitoring GSR reports on a termly basis on behalf of the Tutor for Graduates, sending reminders and alerts to College advisers and graduates as necessary.
23. Supporting any graduate feedback mechanisms in College.
24. Providing administrative support to the Tutor for Graduates and Senior Tutor in dealing with individual student cases, in consultation with relevant policies and procedures.

E. Committee Work

25. Drafting Governing Body or Academic Policy Committee papers regarding graduate matters, as required.

F. Support of the Graduate Study Advisor Scheme

26. Supporting the Tutor for Graduates in the annual recruitment of four Study Advisors, graduates employed to provide study skills support to the College's undergraduates, and then coordinating their activities throughout the year.

G. Other Duties

27. Supporting the Tutor for Graduates: arranging appointments with graduates, providing diary and logistical support, and managing relevant paperwork.
28. The post-holder may be required to undertake other duties at the direction of the Senior Tutor or Academic Administrator, and to provide cover for colleagues in the Academic Office in the event of absence; in particular, the Graduate Administrator provides logistical support to the Admissions Administrator during the undergraduate admissions exercise in Michaelmas Term, as this is usually a quiet period from the perspective of graduate admissions.
29. To comply with College data protection and information security policies and ensure processes and communications conform to College GDPR (General Data Protection Regulation) requirements.
30. Undertaking any job-related training requested by the College.

SELECTION CRITERIA

Essential

1. Educated to degree level or equivalent.
2. Previous experience of an administrative environment or working in a similar role.
3. Good interpersonal skills, including the ability to deal confidently with a wide variety of people, including tutors, other College staff, students and University administrators, with an awareness of the sensitivities of dealing with a variety of different constituencies within a University context.
4. Excellent communication skills and command of the English language (oral and written).
5. IT skills appropriate to a Windows-based office, including Excel, and willingness to learn new applications as required.
6. Organizational skills, including the ability to balance demands from different areas, to prioritise work and manage time.
7. Ability to work in an organized and methodical fashion, with attention to detail and accuracy.
8. Problem-solving skills, with the ability to exercise judgement, work unsupervised and take initiative.
9. Sound judgement and diplomacy, with an ability to deal tactfully and sympathetically with student academic, welfare or disciplinary issues.
10. Ability to work calmly under pressure, negotiating multiple tasks, and to meet deadlines.
11. Flexible attitude towards duties and a willingness to work flexibly to meet the fluctuating demands of the University calendar.
12. Discretion and an understanding of the demands of confidentiality.
13. An understanding of the importance of data protection and GDPR and ability to follow policies and procedures in relation to this.
14. Sympathy with the aims, objectives and values of a Higher Education Institution.
15. To maintain development by undertaking training suitable to the post.
16. To be friendly, honest and reliable.
17. To be presentable and maintain dress and department standards.

Desirable

18. Experience of report-writing and preparation of policy and procedural documents.
19. Experience of servicing committees, including minuting.
20. Relevant knowledge of Oxford Colleges/University system.
21. Have a good working familiarity with the diversity and problems of student life.

APPLICATION PROCESS

Applicants are asked to submit a covering letter (1-2 sides in length) and a CV including the contact details of two individuals willing to act as referees:

1. The first referee should be the applicant's current or most recent a former line manager, Head of Department or someone with supervisory responsibilities
2. The second referee should ideally be a former line manager, Head of Department or someone with supervisory responsibilities from a different establishment than the first referee.

Applicants should ensure that they outline the reasons for their interest in their covering letter and the qualities they feel would make them particularly suitable for this position. Applicants will be judged on their completed application and how they meet the selection criteria outlined above.

The deadline for receipt of applications is **12 noon on Friday 14th June**. Shortlisted applicants will be notified thereafter for interview and it is anticipated interviews will be held in late June. Applications should be sent to: vacancies@wadham.ox.ac.uk or alternatively the HR Department at Wadham College, Parks Road, Oxford, OX1 3PN.

Special Arrangements

The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they have any special requirements to make the interview more convenient and effective for them.

Data Protection

Information regarding the way we process your personal data, as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found at on our website at: <http://www.wadham.ox.ac.uk/governance/wadham-college-gdpr-framework>. This includes a copy of the Privacy Notice for Job Applicants.

Wadham College Equality Statement

Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

Wadham College Values

Wadham has a proud tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities, dis/abilities, and appearances. This diversity, underpinned by mutual respect and consideration, enriches us all.

BENEFITS OF WORKING AT WADHAM COLLEGE

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| Training and Development Opportunities | Further details can be found at: https://pod.admin.ox.ac.uk/learning-and-development-opportunities-professional-services-staff-0 |
| Free Staff Meals | If you work longer than a 6-hour shift then you are normally entitled to one meal on duty free of charge at the main College site (Parks Road) if the kitchen is open and operational. It is up to the Head of Department whether this is breakfast, lunch or an evening meal. Please be aware that there is no cash equivalent or allowance for meals missed or when the kitchen is closed. |
| Employee Assistance Programme (EAP) | An EAP is a confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information. |
| Corporate Discounts (through the University of Oxford) | Below is an example of the discounts available (this list is not exhaustive) <ul style="list-style-type: none"> • 10% discount in some University shops • Free entry to Oxford colleges and libraries which charge for admission • Discounted computer software from the University Computing Service • Free access to the University Botanical Gardens • Discounted membership of the Iffley Road gym and swimming pool |
| Pension | The University offers generous occupational pension schemes for eligible staff members. Opportunity to join the Oxford Staff Pension Scheme (OSPS). Details are available online at: https://finance.admin.ox.ac.uk/osps Current pension contributions are: <ul style="list-style-type: none"> • 19% Employer (Wadham): • 4%,6% or 8% Employee: General information about university pensions can be found at: https://finance.admin.ox.ac.uk/pensions |
| Staff Entertainment | The College arranges social events including charity raffles, coffee mornings, cake sales, quiz nights, staff Christmas party and children's Christmas party. |
| Travel | The College provides a bus pass scheme, designated area for bicycles and operates a cycle to work scheme. Full details are available from the College. |
| Access to Wadham Gardens and Leisure Facilities | Staff may use the gardens at Wadham, sports ground pitches and tennis courts (located on Marston Ferry Road, Oxford). Wadham College hires a punt annually from the Cherwell Boat House which staff are permitted to hire for a small fee and a squash court is also available within the College. The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. |

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| Nurseries and childcare | The University offers quality childcare provision services at affordable prices to College staff. For full details about the services offered, please visit Home Childcare Services (ox.ac.uk) . Due to the high demand for nursery places there is a long waiting list, although Wadham offers a limited number of places on a sponsored priority scheme to help reduce the waiting time. |
| Private Medical Insurance | The Oxford Colleges' Healthcare Scheme is available to eligible staff and further details are available from the College. Members of staff are expected to contribute to the scheme. |
| Discounted Guest Rooms | Staff may on occasion book a room at Wadham College, subject to availability. Staff are entitled to receive a discount on accommodation during our College vacation periods, subject to terms and conditions. |