



St Hilda's College

UNIVERSITY OF OXFORD

Job Title	Academic Support Officer
Line Manager	Academic Registrar
Salary / Grade	<p>£32,108 - £37,338 p.a. (pro rata to 0.8 FTE) equivalent to Grade 5 on the current University salary scale - http://finance.admin.ox.ac.uk/salary-scales.</p> <p>Placement within the scale is dependent on relevant experience and qualifications.</p>
Contract	<p>Part-time (0.8 FTE / equivalent to 28 hours per week) permanent, based on-site at the College.</p> <p>We envisage a working pattern of four weekdays per week but are open to the successful candidate's preference. An annualised hours working pattern would also be considered.</p> <p>Please note that flexibility will be required to cover Degree Days and collections which fall on Thursdays, Fridays and Saturdays (around seven Saturdays in total per year), and for occasional evenings for in-college examinations. Time off in lieu will be given, and the dates will be known well in advance.</p>
Main purpose of the job	To provide administrative support to tutors and members of the office team to ensure the efficient running of the tutorial system and Academic Office, including the servicing of several College committees

St Hilda's College

St Hilda's is one of the constituent colleges of Oxford University, spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College, which enjoys registered charitable status, is an independent and self-governing body, with an academic staff of about 100 Fellows and Lecturers. There are at present approximately 410 undergraduates and 330 graduate students. The College has a long tradition of inclusion, and the community here is diverse and down to earth. It has ambitious development plans and its ethos is a commitment to "excellence and equality, fostering intellectual and personal achievement in an environment in which every voice matters. Under the academic guidance of world-class researchers, students are expected to challenge and question, as pioneering, independent thinkers who will go on to shape their generation."

The Academic Office

The small and friendly Academic Office handles the College's academic administration under the direction of the Senior Tutor, with line management by the Academic Registrar. Whilst each member of staff has particular responsibilities, the Academic Office works as a team, with members assisting one another as the need arises.

This role offers all-round exposure to academic administration and office teamwork within a college environment. We are looking for a strong team player who can work across a number of different

activities systematically and to a high level of accuracy. Since the post involves extensive contact with a broad range of people, excellent communication skills are essential.

The postholder will be responsible to the Academic Registrar, and ultimately to the Senior Tutor, who is the College's Tutor for Admissions. They will regularly assist the other members of the team and will therefore liaise with tutors, students, staff, undergraduate applicants, teachers, departments and faculties, and the relevant University offices.

Main Duties and Responsibilities

- Offer a friendly welcome and assistance to all visitors to the Academic Office (usually students, academic and other staff)
- Administer College collections (termly examinations) each term. This involves liaising with tutors; ensuring all papers are received, printed and labelled correctly or uploaded to the online exam platform; arranging invigilators; setting up the exam rooms and recording students' collection marks.
- Manage administration for Degree Days which take place approximately nine times a year, usually on a weekday but sometimes on a Saturday. This involves managing bookings, gown hire, guest lists and catering in advance as well as on-the-day registration and gowning.
- Support College committees with their administration and organisation, as required. This involves liaising with the Chairs to produce and distribute agendas and papers, taking minutes and following up on action points.
- Monitor the attendance of all overseas undergraduate students each term and maintain accurate records in accordance with current legal requirements
- Administer the collection and distribution of tutorial feedback each term via an online webform
- Manage student registration in September and October, including the recording of visa expiry dates
- Support with the organisation and administration of College student dinners (e.g. issue invitations, deal with responses, produce table plans etc)
- Produce transcripts and other documents for alumnae on request
- Produce and maintain webpage profiles for each member of the College's academic staff
- Act as an authorised signatory for the University Card Office, including ordering new cards for current students
- Manage and maintain accurate and well-organised electronic and paper records in the Academic Office, including archiving of student files
- Responsible for ordering stationery for the office and for managing the photocopy room
- Assist the Academic Registrar with the administration of University examinations
- Assist College Fellows and lecturers with administration tasks at their request
- Undertake any other reasonable tasks which may be necessary in order to support the work of the Academic Office.

Selection Criteria

Essential

- A strong customer service orientation and proactive attitude, with the ability to deal confidently and appropriately with a variety of people, including students, tutors and college staff
- Willingness to work independently and take ownership of duties, with the judgement to know how and when to take initiative, and when to refer to others
- Adaptability and flexibility to manage a variable workload
- Ability to stay calm and work accurately when under pressure

- Excellent attention to detail
- Excellent command of English, both written and oral, and a high level of numeracy
- Good computer skills, including Excel, Word and University databases; the ability to learn new IT skills as required
- Ability to handle confidential and sensitive data with discretion
- Willing to keep up to date with new procedures (training will be given)

Desirable

- Educated to A-level or equivalent
- Previous administration experience
- Previous experience of working within the UK Higher Education sector

College Benefits

- Salary: £32,108 - £37,338 (pro rata to 0.8 FTE) per annum - equivalent to University of Oxford Grade 5. Placement within the scale is dependent on relevant experience and qualifications
- Contract: Permanent, part-time post (0.8 FTE /equivalent to 28 hours per week) based on-site at the College in Cowley Place, Oxford.
- We envisage a working pattern of four weekdays per week but are open to the successful candidate's preference. An annualised hours working pattern would also be considered.
- Flexibility will be required to cover Degree Days and collections which fall on Thursdays, Fridays and Saturdays, and for occasional evenings for in-college examinations. Time off in lieu will be given and the dates will be known well in advance. In total, around seven Saturdays will be required during the year and around seven evenings will be required during Trinity Term.
- Annual leave: 38 days per year pro rata, including public holidays. Please note that the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term.
- Membership of pension scheme (OSPS).
- Lunch is provided free of charge when on duty, provided that the College kitchen is open.
- Additional College benefits include: An Employee Assistance Programme; a private medical and dental Scheme (the College participates in a private medical and dental insurance scheme which enables staff to take advantage of group subscription rates); discounted travel on buses and trains through an interest-free season ticket loan; a Cycle to Work scheme; eye tests and discounted lenses or frames; and use of the College's on-site gym.
- Probationary period: 6 months.
- Notice period: 3 months; 1 month during probationary period.

How to Apply

To apply for this post please send the following documents:

- Completed College Application Form
- A brief letter of application explaining your interest in the post and how you meet the selection criteria
- Up-to-date CV

to the Academic Registrar, Rebekah Unwin at rebekah.unwin@st-hildas.ox.ac.uk.

The deadline for applications is **12 noon on Friday 23 January 2026**. Interviews will be held in early February.

For an informal discussion about the role, please contact the Academic Registrar, Rebekah Unwin, by email or on 01865 276889.