



FURTHER PARTICULARS ACADEMIC OFFICER

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| Job Title: | Academic Officer |
| Department: | Academic Office |
| Contract type: | Permanent |
| Responsible to: | Academic Registrar (line manager) |
| Liaises with: | Senior Tutor; Deputy Academic Registrar; Academic Officer; Admissions Manager; Schools Liaison and Access Officer |

Merton College

Merton is one of the oldest and most beautiful colleges in Oxford, tucked away behind the High Street, with glorious views across Christ Church Meadows but within easy reach of other University buildings and the city centre. We are a vibrant, diverse, inclusive community with an exceptional record of academic success.

The College community currently comprises around 590 students (320 undergraduate and 270 graduate), alongside some 70 Fellows, 50 other academic staff, and over 100 members of support staff. We admit around 95 undergraduate students each year and a comparable number of graduate students across a range of subjects in the Humanities, Social Sciences, and Sciences.

More information about the College is available on our website: www.merton.ox.ac.uk.

Academic Office

The Academic Office handles all student-related academic administration, from pre-Admissions outreach activity to graduation. We are looking to appoint an Academic Officer to join our small and friendly team. This is an exciting opportunity for an enthusiastic and dynamic individual to play an integral part in the effective running of a busy, professional office.

The members of the Academic Office work under the overall direction of the Senior Tutor, a full-time College Officer. The Senior Tutor works closely with the Academic Registrar, who oversees all on-course student matters and is line manager to other members of the team: the Deputy Academic Registrar (who deals with all graduate admissions and on-course graduate matters), and two the Academic Officers (who act as points of contact for initial enquiries, are responsible for discrete on-course administrative tasks, and provide administrative support to the other members of the team). The Admissions Manager (who manages the undergraduate admissions process and degree days) reports to the Senior

Tutor, and is line manager to the Schools Liaison and Access Officer (who manages the College's outreach and access initiatives for schools, colleges, and prospective applicants).

Academic Officer

The Academic Officer undertakes a broad range of tasks which contribute to the smooth functioning of the College's academic administration. There are three key elements to the role:

- (i) along with the other Academic Officer, being an initial point of contact for academic, student, and visitor enquiries to the Academic Office;
- (ii) to have responsibility for administering processes relating to the teaching and monitoring of students (e.g. scheduling progress meetings, organising the recruitment and payment of graduate mentors and graduate teaching assistants, managing the termly student reporting system (including processing payments), and running the termly student Tutorial Feedback Questionnaire);
- (iii) undertaking general office administration in support of the wider functions of the academic office team, including assisting with student admissions processes and academic recruitment activities, as needed.

Main Duties of the Role

1. First point of enquiries

The post-holder will, along with another Academic Officer, be the first point of contact for enquiries to the Academic Office. They will be required to deal expeditiously and helpfully with queries from Fellows, students, staff, and external enquirers, whether in person, on the telephone, in writing, or by e-mail.

2. Teaching and Monitoring Administration

The post-holder will be required to provide administrative support to the Senior Tutor and Academic Registrar, and to other members of the team as required. Specific tasks include:

- supporting the enrolment of new and returning students by participating in the college's annual registration processes, e.g. updating student records systems, carrying out student visa checks;
- recruiting and authorising payments for Graduate Teaching Assistants and Graduate Mentors;
- arranging the timetabling of Undergraduate Progress Meetings, and circulating termly reports to the Warden, Senior Tutor, and tutors as requested;
- maintaining the online tutorial database, including entering and checking information about academics' teaching hours, producing reports on teaching patterns, processing payments for tuition provided by other colleges/departments, and assisting tutors with use of the database;

- circulating and analysing the termly Tutorial Feedback Questionnaire, and disseminating feedback to tutors where appropriate;
- completing termly visa monitoring checks for undergraduate students.

3. Academic Office duties

- supporting the broader administrative functions of the team, e.g. assisting with filing, meetings and calendar management, and production of information for members of the college, including academic and non-academic staff;
- providing administrative support to the Deputy Academic Registrar and Admissions Manager in the College's admissions process for undergraduate and postgraduate students. This will include helping to prepare standard correspondence, timetabling undergraduate admissions interviews, handling queries;
- compiling a weekly student newsletter during term-time;
- administering the vacation residence application and approval process each term, with support from the Academic Registrar;
- administering a number of student prizes;
- Assisting the HR team and Senior Tutor with administrative tasks associated with certain academic appointments, as necessary. This may include undertaking and monitoring right to work checks, helping to collate / circulate application material, and drafting interview timetables.

4. Other Academic Office Duties

The post-holder will be required to undertake other duties at the direction of the Senior Tutor or Academic Registrar, and provide cover for colleagues in the Academic Office in the event of absence.

Person Specification

Candidates from a range of backgrounds are encouraged to apply for this role. The ability to demonstrate possession of the skills and qualities specified below is more important than experience in a similar role.

Essential Criteria

The post-holder is required to:

- have excellent written and oral communication skills;
- have the ability to deal confidently and appropriately, using tact and discretion, with a wide variety of people, including Academic and College staff, students, and external agencies;

- have an awareness of the importance of compliance and legislative requirements affecting the duties of the role;
- high levels of numeracy, accuracy and attention to detail;
- have excellent administrative skills;
- be clear-thinking, with a methodical, thorough, and efficient approach to the management of processes and record-keeping;
- be well-organised and able to multi-task, with the ability to prioritise activities and competing deadlines effectively;
- be quick to learn new systems and processes, and able to assimilate, understand, and retain at-times complex and detailed information;
- be able to work resourcefully, and with minimum supervision, as a member of a small team. This includes being willing to take ownership of their duties, and to possess good judgement about how and when to take initiative, and when to refer to others;
- be IT-literate, with strong IT skills appropriate to a Windows-based office, and the preparedness to learn new applications as required;
- be flexible in their approach to work, with a co-operative attitude and an appreciation of the fact that roles in a busy office are not always clearly demarcated, and that team members will be required to help each other out in order to ensure that the Academic Office as a whole maintains the excellent standards of service that the College requires and expects of it.

Desirable

The post-holder will ideally possess:

- experience of working in another capacity in Higher Education;
- sympathy with the aims, objectives and academic values of an education body.

Salary and Benefits

The salary for full-time appointment is £27,000-£32,500 per annum dependent on skills and experience.

Weekly hours of work are 35 hours, normally between 9am and 5pm, Monday to Friday with an unpaid one-hour lunch break. There may be some flexibility for the postholder to start earlier or later in order to travel to the College in this role. However, the post holder will need to have a flexible approach to working hours on occasion, in order to support some activities that are held outside these times. In such cases, where overtime has been approved in advance, time off in lieu may be taken.

The post holder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, free medical insurance (which is assessable as a taxable benefit), 30 days holiday per year (excluding bank holidays), free car parking, cycle

to work and electric car schemes and loans for the purchase of seasonal travel passes. The College has a gym, which is free to use for staff and there are a number of organised activities such as yoga and circuit training that are also free for staff. Meals in College are provided free of charge when on duty.

Application Process

Those wishing to apply for this post should complete the online application at <http://www.merton.ox.ac.uk/about-merton/vacancies> and email the following documents as a single PDF document to vacancies@merton.ox.ac.uk in the named format '**Last Name First Name Application**':

- a covering letter outlining motivation for applying and detailing how their skills, experience and qualifications equip them for this role with reference to the selection criteria;
- a CV no longer than three typed sides of A4, which should include the names and contact details of two referees.

Please put your **last name and 'Academic Officer'** in the subject line of the e mail.

The closing date is **9.00 am (UK time) on 8th August 2025**.

Candidates are encouraged to complete an Equal Opportunities Recruitment Monitoring form at the end of the Application form. The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's Single Equality Scheme which is published at www.merton.ox.ac.uk/about/college-policies.

The interviews are anticipated to take place in the week commencing 18th August 2025.

References will only be taken up for the successful candidate.

The position may be discussed further with the Academic Registrar (email: jemma.underdown@merton.ox.ac.uk).

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of their sex, gender reassignment, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs, or sexual orientation.

The College is committed to promoting diversity and would therefore particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates as well as other underrepresented groups.

Merton College is an equal opportunities employer