### FURTHER PARTICULARS
#### ACADEMIC OFFICER

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Academic Officer</th>
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<tbody>
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<td>Department:</td>
<td>Academic Office</td>
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<tr>
<td>Contract type:</td>
<td>Permanent</td>
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<tr>
<td>Responsible to:</td>
<td>Academic Registrar (line manager); Academic Administrator (day-to-day supervision); Senior Tutor</td>
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<td>Liaises with:</td>
<td>Graduate Officer; Admissions Officer; Schools Liaison and Access Officer</td>
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We’re looking for a fast learner with drive and initiative, as well as excellent organisation skills, to join our team in the Academic Office at Merton. This could be an ideal entry-level role for someone who has recently graduated and is looking to begin a career in academic administration, or someone who is returning to the workplace after a period away.

#### 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 610 students (300 undergraduates and 310 graduates), alongside some 70 Fellows, 40 other academic staff, and over 100 members of support staff. We admit c.90 undergraduate students and a comparable number of graduate students each year across a range of Humanities, Social Science, and Science subjects.

More information about the College is available on our website: [www.merton.ox.ac.uk](http://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 Graduate Officer, who deals with all Graduate Admissions and on-course graduate...
matters; the Admissions Officer who manages the Undergraduate Admissions process; the Student Support Administrator who deals with hardship and other financial grant applications, and the Academic Administrator and Academic Officer, both of whom act as the point 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 Schools Liaison and Access Officer, who also reports to the Academic Registrar, 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: first, to be – along with the Academic Administrator – an initial point of contact for academic, student, and visitor enquiries to the Academic Office; second, to provide general administrative support to the Academic Office, the Academic Registrar, and the Senior Tutor; and third, to have specific responsibility for certain critical systems and processes in the Academic Office. This includes maintaining the tutorial database, undertaking right to work checks, organising Undergraduate Progress Meetings, and providing administrative support in the recruitment of Lecturers, some Junior Research Fellowship, and other posts. Throughout the year, the postholder works closely with the Academic Administrator, who does not act as line manager, but who supervises on a day-to-day basis the Front of House operations in the Academic Office.

**Main Duties of the Role**

1. **First point of enquiries**

The postholder will, along with the Academic Administrator, be the first point of contact for enquiries to the Academic Office. She or he 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 email.

2. **Administrative Support**

The postholder 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:

   **On-Course Student Administration:** supporting the enrolment of new and returning students, by:

   - assisting with start-of-year procedures (e.g. entering Freshers information into the student member database; creating headsheets electronically);
   - participating in the College’s registration processes in the first week of term;
   - assisting the Admissions Officer and Graduate Officer to check student visas;
   - recruiting and authorizing payments for Graduate Teaching Assistants and Graduate Mentors; and
acting as an authorised signatory for the University Card Office, and so part of the team at Merton responsible for ordering new cards for current members of the College.

Committee Papers: providing administrative support to the Academic Registrar, Graduate Officer, and Senior Tutor for those committees that they either administer or convene, which includes:

- copying and distributing papers for meetings, including Warden and Tutors’ Committee and Graduate Committee, as well as other meetings as required;
- uploading committee papers to Weblearn (the University’s virtual learning environment); and
- occasional minute-taking at committee meetings.

3. Systems and processes

The postholder will be responsible for critical systems and processes which underpin the College’s academic provision, as follows:

Tutorial database: maintaining the online tutorial database, OxCORT, which includes

- entering stint/sabbatical and other leave information onto OxCORT and performing start and end of term/year procedures;
- providing individual stint reports to tutors for checking, forwarding validated information to senior subject tutors, and reporting information to the College’s Academic Needs and Leave Sub Committee;
- processing reports on teaching provided to Merton undergraduates, including liaising with the Accountant and Payroll Administrator over payments;
- processing invoices (from other colleges and departments) for payment, and checking these against OxCORT;
- assisting tutors using the system, distributing paperwork to relevant tutors, and producing stint reports as and when required by the Senior Tutor; and
- attending meetings of the OxCORT user group and engaging with the implementation of an OxCORT replacement system, completing further training if required.

Right to Work: ensuring compliance with right to work legislation for all academic office related activities, which includes

- undertaking right to work checks for academic staff and others, such as graduate students, involved in teaching undergraduates;
- supporting other members of the Academic Office by carrying out right to work checks for students helping with admissions and outreach work if required;
- maintaining the College’s right to work records, and sharing relevant information with other constituent parts of the University as required; and
• attending training and ensuring that knowledge of relevant legislation is kept up to date, and sharing knowledge with the rest of the team.

**Student Progress:** maintaining systems to track student progress and collate feedback on students, which includes

• arranging the timetabling of Undergraduate Progress Meetings, and circulating reports from OxCORT to the Warden, Senior Tutor, and tutors as requested;

• bringing flagged student reports on OxCORT to the attention of the Senior Tutor; and

• printing all reports from OxCORT and filing them in student files at the end of each year.

**Recruitment to academic posts:** supporting the Senior Tutor with Lecturer, Junior Research Fellowship, and other appointments, which includes

• liaising with the Senior Tutor and the HR Manager in the placement of job advertisements;

• receiving and logging applications, preparing offer and rejection letters, and sending correspondence related to recruitment exercises;

• checking that right to work has been confirmed and references received, and following up where necessary;

• sending out the annual offer letters and renewals for Lecturers in June and July each year, under the oversight of the Senior Tutor;

• undertaking Equal Opportunities monitoring;

• ensuring all Lecturer files are kept updated; and

• providing administrative support for the induction of new Fellows and Lecturers.

4. **Other Academic Office Duties**

The postholder 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.

As noted above, this could be an ideal role for someone who has recently graduated and is looking to begin a career in academic administration, or someone who is returning to the workplace after a period away.

Essential

The postholder is required to be:

- in possession of excellent written and oral communication skills, with the ability to deal confidently and appropriately with a wide variety of people, including Fellows, College staff, students, and external agencies;

- clear-thinking, with a methodical, thorough, accurate, and efficient approach to the management of processes and record-keeping;

- well-organised and able to multi-task, with the ability to prioritise activities and competing deadlines;

- quick to learn new systems and processes, and able to assimilate, understand, and retain at-times complex and detailed information;

- 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 possessing the judgement to know how and when to take initiative, and when to refer to others;

- able to build effective working relationships with other teams in the College (including the bursary, Warden’s Office and human resources team) to provide joined-up administrative support to Fellows, other teaching staff, and students;

- IT-literate, with strong IT skills appropriate to a Windows-based office, and the preparedness to learn new applications as required;

- 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 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 postholder will ideally possess:

- proven administrative skills, which could have been gained through working in another capacity in Higher Education;

- sympathy with the values, ethos, and objectives of a small, collegiate institution; and

- tact and discretion in dealing with confidential or sensitive matters.
Salary and Benefits

The salary for full-time appointment is £23,000 to £25,000 per annum dependent on experience.

Weekly hours of work are 35 hours, normally between 9:00am and 5:00pm, Monday to Friday. However, the postholder will need to have a flexible approach to working hours in order to support some events that are held outside these times. In such cases, where overtime has been approved in advance, time off in lieu may be taken.

In addition to the normal English bank and public holidays you will be entitled to 25 working days’ holiday and one additional holiday day at Christmas paid at normal basic rate of pay in each holiday year.

The College also offers an excellent benefits package. Full time staff members are entitled to lunch each day in Hall, and the postholder will be eligible to join the OSPS pension scheme. Private medical insurance is also provided for those who would like to take it up.

Application Process

Those wishing to apply for this post should complete the online application at www.merton.ox.ac.uk/about-merton/vacancies and upload the following documents by 12:00 noon on Friday 10 August 2018:

- a covering letter of no more than 500 words outlining their motivation for applying and how their skills and experience equip them to undertake the role;

- a CV no longer than three typed sides of A4, which should include the names and contact details of two referees; and

- an Equal Opportunities Recruitment Monitoring 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 equality policy which is published at www.merton.ox.ac.uk/about/college-policies

The interviews will take place in the week commencing 20 August.

References will only be taken up for the successful candidate.

The position may be discussed further with the Academic Registrar (email: academic.registrar@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 his or her sex, marital status, racial group, disability, age, religion and beliefs, or sexual orientation.

Merton College is an equal opportunities employer