

## **ACADEMIC ADMINISTRATOR**

Grade 5, stage 6

Salary: £23,612 (£29,515 FTE)

Hours: Part time, 4 days per week, 28 hours

The Oxford Centre for Hebrew and Jewish Studies wishes to recruit a part time Academic Administrator to join its busy and friendly staff. The position will be based in the Clarendon Institute in Oxford (Walton Street) and will be a part-time post, 28 hours per week spread over four days. The post holder will report directly to the President of the Centre.

### **JOB DESCRIPTION**

#### **1). Meetings and Minutes**

##### OCHJS Board of Governors

- Arrange meetings (x3 per year)
- Prepare draft Agendas and Papers and circulate
- Attend meetings for minute-taking
- Produce and circulate minutes
- Monitor Governors' Terms of Office and ensure renewals are made as per rules of rotation

##### CHJS Management Committee (Centre for Hebrew & Jewish Studies)

- Arrange meetings (x2 per term)
- Prepare draft Agendas and Papers and circulate
- Attend meetings for minute-taking
- Produce and circulate minutes
- Process grant applications and liaise with applicants

##### OCHJS Academic Advisory Council

- Arrange meetings (x2 per term)
- Prepare draft Agendas and Papers and circulate
- Attend meetings for minute-taking
- Produce and circulate minutes
- Attend meetings of the AAC sub-committee (FVC).

#### **2). Academic Activities and Outreach Events**

##### David Patterson Lecture Series and Lunchtime Seminar series in Jewish Studies

- Notify the Fellows of the prospective list of speakers
- Contact speakers and write letters of invitation
- Logistical arrangements – travel/accommodation/payment of honoraria
- Check publicity material with speaker and ensure that all is correct before circulation

- Arrange the charring schedule & brief the Chair on the speaker's background each week
- Arrange publicity:

Produce and distribute lecture flyers (weekly circulation list of ±60);

Send weekly e-mail memos to a list of ±200;

Post on the Centre's website and arrange for posting on other websites as appropriate, and also in the Oxford University Gazette's Lectures Supplement, (published at the start of each term.)

#### Oxford Seminars in Advanced Jewish Studies

- Extract titles of seminar papers from Visiting Fellows
- Design and produce publicity material
- Assist with planning and delivery of end-conference
- Arrange formal dinners as appropriate
- General support to Visiting Fellows throughout the project

#### Term Programme

- Compile a list of events for inclusion
- Gather information from Fellows relating to their seminars, lectures and classes
- Produce the draft leaflet (for checking by the President) prior to circulation
- Post on the OCHJS website (and send for inclusion on the Oriental Studies website each term)

#### Other Events Administration

- Manage other Centre-hosted public lectures and functions initiated by the President or Fellows which take place in Oxford or elsewhere, including booking of venue, producing and circulating invitations, arranging catering and security if necessary and being present at the function to ensure the smooth-running of the event as required. (Examples include memorial lectures [Lehmann, Ullendorff,] and the JW3 lecture series in London.)
- Assist with planning and organisation of workshops and conferences taking place under the auspices of the Centre

### **3). Centre e-mail and OCHJS website**

- Circulate internal lecture notices and those from other departments as requested
- Ensure that various email lists are maintained and updated each term
- Oversee the OCHJS website, manage the content and ensure that any necessary updating is effected promptly

### **4). Miscellaneous duties**

- Type-up documents for President and Fellows as required
- Draft letters and reports
- Collate material for publishing
- General assistance to the Editor of the Annual Report in checking listings, gathering contributions, proof-reading, and compiling the highlights section

## PERSON SPECIFICATION

### Essential

- Educated to Degree level or equivalent
- Substantial experience in a high-level administrative or PA role, or similar
- Good interpersonal skills with demonstrable ability and confidence to engage with people from a wide constituency, both within and outside the Centre
- Ability to work independently and use judgement, tact and discretion in dealing with sensitive issues
- Good written and communication skills in English
- Ability to maintain utmost confidentiality
- Good time management and forward planning skills, and the ability to organise information efficiently, prioritise work effectively and take appropriate action to meet deadlines
- Ability to work to a high standard, with attention to detail and a high level of accuracy
- Ability to organise meetings and make administrative arrangements
- Good IT skills, particularly the use of Microsoft Office
- Flexible and adaptable

### Desirable

- Experience of working within an Oxford College, the University of Oxford or similar Higher Education or not for profit environment

## APPLICATION

Please apply with a CV, and a covering letter stating your suitability for the role, using examples of your skills and experience. Please also provide details of two referees, one of whom should be your current employer, indicating whether we can contact them now.

Please send all application material in the form of one pdf to the Bursar at the following e-mail address:

<kerry.maciak@ochjs.ac.uk>

Application deadline: 12.00 noon, on Tuesday 20 August 2019

Further information about the Centre can be found at <https://www.ochjs.ac.uk>

Informal enquiries about the role may be addressed to Sue Forteath: <sue.forteath@ochjs.ac.uk>