

OXFORD CENTRE FOR HEBREW & JEWISH STUDIES

**REGISTRAR**

Location	Clarendon Institute, Walton Street, Oxford
Salary	£29,176 [Grade 6, stage 1 of the University of Oxford's salary scale]
Hours	Full time – 35 hours per week
Contract type	Permanent

---

The Oxford Centre for Hebrew and Jewish Studies is the leading academic Jewish studies centre in Europe and provides Hebrew and Jewish studies tuition at the University of Oxford. We are seeking to fill the position of Registrar from 1<sup>st</sup> October 2020. The post, which is directly responsible to the Centre's President, comprises administrative support for the Centre's academic activities including visiting fellows and scholars, fundraising support, servicing Fellowships' and Visitors' Committee, database management and development, purchasing and mailings.

It is a varied, demanding role, for which we seek a self-motivated, positive, highly-organised person, with significant relevant experience. Applicants should be educated to first-degree level or equivalent.

The Centre is financially independent, a registered charity and company limited by guarantee.

For more information about the Centre and its academic activities please visit: [www.ochjs.ac.uk](http://www.ochjs.ac.uk)

For further particulars and details of how to apply please go to: <https://www.ochjs.ac.uk/vacancy-registrar/>

Closing date: 24 July 2020  
Interview date: August 2020