

OXFORD CENTRE FOR HEBREW & JEWISH STUDIES

Job Title: Administrator of the Oxford School of Rare Jewish Languages

Location	Remote working (BYOD*); right to work in the UK required
Salary	£10,000 per annum
Hours	Part time (estimated 12 hours/week for 40 weeks/year)
Contract Type	Zero hours contract for 2 years

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 Administrator for our Oxford School of Rare Jewish Languages (OSRJL).

The post, which is line managed by the OCHJS Academic Registrar & OSRJL Coordinator (Ms Madeleine Trivasse), will administer the new and exciting Oxford School of Rare Jewish Languages (OSRJL). During its inaugural academic year (2021-22) and onward, the OSRJL offers free-of-charge, online courses in around a dozen rare Jewish languages, taught by leading academics to students who are accepted by application. The Administrator of the OSRJL will be responsible for the School's overall administration, including: creating and publicising online advertising materials, processing student applications, creating class timetables and Zoom meetings, liaising with class teachers, managing student attendance records, helping coordinate 2 academic lectures per term, populating and curating the School's blog, minuting the meetings of the School's advisory committee, issuing certificates of student participation, and keeping thorough and accurate records.

This role is a varied and demanding one, 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 and possess excellent English literacy skills. Additionally, applicants must possess the right to work in the UK.

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

For further job particulars and details of how to apply, as well as more information about the OCHJS and its academic activities, please visit: www.ochjs.ac.uk.

Applications Closing Date	Wednesday 16 March 2022 at 12 noon UK Time
Interview Date	21-22 March 2022 (via Zoom)
Job Starting Date	Flexible

Please send all application materials, as outlined in the Job Description & Person Specification, in the form of a **single** PDF to OCHJS Academic Registrar & OSRJL Coordinator, Ms Madeleine Trivasse, at registrar@ochjs.ac.uk.

***"Bring Your Own Device," meaning that the post holder will be allowed to use their own computer for work and will not have one supplied to them*