

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 (OCHJS) wishes to recruit a part-time Administrator for its Oxford School of Rare Jewish Languages (OSRJL). The position will be one of remote and flexible working (BYOD*) with part-time hours ranging throughout the year, but possibly averaging 12 hours per week, 40 weeks per year (with concentrated times of work during the academic year). The post holder will be line managed by the OCHJS Academic Registrar & OSRJL Coordinator (Ms Madeleine Trivasse).

JOB DESCRIPTION

1. General Programme Administration

- Meeting with the OSRJL Coordinator, the role's line manager, every two weeks to discuss ongoing activities and tasks
- Minuting the meetings of the School's Academic Advisory Committee
- Keeping thorough and accurate digital records of applications, courses, academic materials, teachers, students, and lectures in a GDPR-compliant manner
- Answering queries about the School by email
- Submitting receipts and any other necessary financial information to the Bursar and/or Accounts Assistant of the OCHJS
- Advancing and developing the School as it continues to grow

2. Student Affairs

- Advertising calls for, processing, and keeping GDPR-compliant records of student applications; liaising with OSRJL teachers, Coordinator, and Director in application processing prior to each term
- Drafting and sending letters of acceptance and rejection
- Sending relevant communications to students throughout the academic year
- Fielding queries from potential/current students by email
- Issuing certificates of participation

3. Class Coordination

- Creating class timetables in conjunction with School's teachers for teaching of around 12 different languages during Oxford terms
- Creating Zoom meeting links for classes and disseminating them as appropriate
- Opening Zoom meetings/classes, admitting students, and ensuring lessons run without technical issues
- Publishing termly class offerings in advance of each Oxford term

- Liaising with teachers and students regarding any technological queries or difficulties relevant to class logistics
- Facilitating sharing of class resources between students and teachers
- Keeping attendance records of class participants

4. Online Content

- Creating, writing, and publicising online advertising materials in line with OCHJS branding and social media guidelines and highlighting all of the School's activities
- Coordinating and posting on the *The Jewish Languages Bookshelf* blog series, contributed to by School's teachers and other scholars
- Helping administer the OSRJL Tutorials website

5. Academic Lectures

- Helping coordinate 2 academic lectures per term in conjunction with the academic activities of the OCHJS
- Ordering catering for lectures as required

6. Monitoring & Evaluation

- Writing summative reports for funding bodies and the OCHJS's Annual Report in conjunction with the OSRJL Coordinator
- Conducting regular monitoring and evaluation procedures in conjunction with the OSRJL Coordinator and featuring both quantitative and qualitative data for School's review of programmes

***"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*

PERSON SPECIFICATION

Essential

- Right to work in the UK
- Educated to degree level or equivalent
- Substantial experience in a high-level administrative role or similar
- Excellent interpersonal skills with demonstrable ability and confidence to engage with people from a wide constituency, both within and outside the OSRJL and the OCHJS
- Excellent written and oral communication skills in English
- Excellent time management and forward planning skills, and the ability to organise information efficiently, prioritise work effectively, and take appropriate action to meet deadlines
- Self-motivation and ability to work independently, using judgement, tact, and discretion in dealing with sensitive issues
- 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
- Excellent IT skills, particularly the use of Microsoft Office, WordPress, Slack, and social media platforms
- Knowledge of GDPR legislation
- Flexible and adaptable

Desirable

- Experience of working within an Oxford College, the University of Oxford, or similar higher-education or not-for-profit environment
- Web design experience or experience managing a website

APPLICATION

Please apply with a **CV** and a **covering letter** stating your suitability for the role, using specific examples of your skills and experience relevant to the Person Specification and Job Description. Please also provide contact details (names, email addresses, and phone numbers) of **two referees**, one of whom should be your current employer, indicating whether we can contact them now.

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

Application deadline: Wednesday 16 March 2022 at 12 noon UK Time

Further information about the OCHJS can be found at www.ochjs.ac.uk.

Informal enquiries about the role may be addressed to OCHJS Academic Registrar & OSRJL Coordinator, Ms Madeleine Trivasse, at registrar@ochjs.ac.uk.