

OXFORD CENTRE FOR HEBREW & JEWISH STUDIES

Academic Registrar

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| Location | Clarendon Institute, Walton Street, Oxford, OX1 2HG |
| Salary | £31,502 (Grade 6, Stage 1 of the University of Oxford's salary scale) |
| Hours | Full time (35 hours per week) |
| Contract type | Fixed-term, 7-month contract (maternity-leave cover) with potential for extension |

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 Academic Registrar from **13 November 2023**. The post, which is directly responsible to the OCHJS's President, encompasses coordination of our Visiting Fellows & Scholars Programmes; maintenance and population of our website and social media accounts, as well as general marketing; liaising with trusts, foundations, and individuals regarding grants and donations, as well as preparing grant applications and reports; maintaining and populating our database; liaising with our permanent Fellows and supporting all aspects of their academic research and programmes; event planning; and general administration.

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

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

For more information about the OCHJS and its academic activities, please visit: www.ochjs.ac.uk.

For further particulars and details of how to apply for this role, please go to: <https://www.ochjs.ac.uk/now-hiring-academic-registrar-maternity-leave-cover/>.

Closing date: 11 August 2023 at 12:00 noon UK Time
Interview date: Week of 21 August 2023