

OXFORD CENTRE FOR HEBREW AND JEWISH STUDIES

ACADMEIC REGISTRAR

Grade 6, Stage 1

Salary: £31,502

Hours: Full time, 5 days per week, 35 hours

Job Description & Person Specification

The Oxford Centre for Hebrew and Jewish Studies wishes to recruit a full-time Academic Registrar to join its busy and friendly staff. The position will be based in the Clarendon Institute in Oxford (Walton Street) and will be a full-time post, 35 hours per week. The post is to cover maternity leave, and is a fixed term contract of 7 months, with the potential for extension. The post holder will report directly to the President of the OCHJS.

JOB DESCRIPTION

1. Visiting Fellows & Scholars Programmes

- Creating and advertising calls for applications and application forms
- Soliciting and processing all academic visitor applications
- Presenting applications to the Fellowships and Visitors Committee (and coordinating and minuting the committee's meetings)
- Collating and submitting all approved/relevant applications to the Faculty of Asian and Middle Eastern Studies (FAMES) for its separate review and approval
- Maintaining and updating the Visitors Log and ensuring all relevant details contained therein are communicated to other staff members/departments to facilitate academic visits and programmes
- Soliciting and submitting University Card and/or Bodleian Reader Card applications for all visitors, in part through liaising with FAMES
- Ensuring all visitor University Cards are programmed for the building's specific emergency exit route
- Gathering all financial details for Visiting Fellows and submitting them to the OCHJS Bursar and Accounts Assistant
- Soliciting biographical information and photos for website profiles (and creating said profiles on the OCHJS's website)
- Liaising with Accounts Assistant to ensure disbursements released to Visiting Fellows according to the appropriate timelines
- Developing and constantly reviewing the OCHJS 'Guide for Academic Visitors' and disseminating it to all visitors
- Giving building tours and making introductions for academic visitors upon their arrival in Oxford
- Supporting academic visitors throughout the entirety of their stays at the OCHJS (including through IT support, accommodation support, liaising with the Card Office and Bodleian Libraries, use of Leopold Muller Memorial Library and Clarendon Institute office space, helping find resources for their research, etc.)

2. Website, Social Media, & Marketing

- Constantly maintaining the OCHJS website (via WordPress), including adding new images, editing and updating existing written and graphic content, and creating new content
- Liaising with OCHJS's web developer to maintain the integrity of the website and its design, as well as troubleshoot any bugs in the site
- Recording, editing, and uploading videos of lectures and activities to the Centre's Vimeo profile
- Taking pictures of events, the building, and staff for use online
- Writing and continually reviewing OCHJS Branding Guidelines and OCHJS Social Media Protocols
- Sharing announcements, calls for applications, media (such as images, recordings, articles), etc. through the Centre's Twitter, Facebook, and LinkedIn accounts and growing the OCHJS's following
- Creating print and online advertisements for events, programmes, etc.

3. Grants & Donations

- Writing and editing grant applications and reports alongside the President and with the input of the Bursar
- Researching new sources of funding and liaising with representatives of trusts and foundations as part of the research process
- Keeping confidential records of all grants and donations received from trusts, foundations, and individuals through emails, database, and other written records
- Writing and sending thank-you letters to all donors on behalf of the President
- Adding all relevant details to the Centre's database, in line with GDPR
- Keeping track of annual 'Donors List' for OCHJS's *Annual Report*
- Creating and disseminating advertisements soliciting donations for particular programmes and activities

4. Database

- Working with OCHJS's developer to continue developing and bettering the Centre's new database
- Working with OCHJS's Fellows' Secretary to maintain and organise pre-existing records in the database
- Regularly updating the database with all new data points
- Creating and overseeing database accounts for other OCHJS administrators, and training them on the platform
- Monitoring the archiving old data in line with GDPR requirements
- Creating mailing and invitation lists through the database for the *Annual Report*, events, etc.

5. Liaising with Permanent Fellows

- Coordinating, together with the OCHJS Academic Administrator, room bookings for classes and meetings
- Organising the meetings and materials of the Fellowships and Visitors Committee (and minuting said meetings)

- Arranging office set up (both in terms of allocation of rooms as well as equipment, supplies, and materials required for effective working in said rooms)
- Assisting with day-to-day matters such event coordination, stock purchasing, IT issues, etc.
- Advertising Fellows' relevant research, accomplishments, and events through social media and the Centre's website
- Supporting Fellows' academic projects

6. Event Planning

- Organising, advertising, purchasing for, and running conferences and other academic events each term
- Coordinating programmes, accommodation, catering, and excursions for summer programmes (such as the Oxford Summer Institute on Modern and Contemporary Judaism and the Hebrew Manuscripts Studies Workshop)
- Planning all aspects of special events

7. General Administration

- Creating the Centre's annual calendar
- Stock purchasing
- General room booking
- Garage and parking space booking
- Updating building signage (e.g., ID Board, bulletin boards throughout, event advertisements, etc.)
- Building maintenance (e.g., issuing and management of all office phones; creation and monitoring of Fellows' and visitors' photocopier codes; assignment of office spaces and lockers; maintaining the Common Room and its kitchen; etc.)
- Performing first aid (mental and physical)
- Serving as a building Fire Marshall

PERSON SPECIFICATION

Essential

- Educated to degree level or equivalent
- Substantial experience in a high-level administrative or PA role, or similar
- Excellent interpersonal skills with demonstrable ability and confidence to engage with people from a wide constituency, both within and outside the OCHJS
- Ability to work independently and use judgement, tact and discretion in dealing with sensitive issues
- Excellent written and oral communication skills in English
- Ability to maintain utmost confidentiality
- Excellent 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
- Excellent IT skills, particularly in terms of using Microsoft Office, SharePoint, WordPress, and social media platforms
- Knowledge of and experience of following GDPR
- Flexible and adaptable

Desirable

- Experience of working within an Oxford College, the University of Oxford, or similar higher education or not-for-profit environment
- First Aid at Work qualification
- Mental Health First Aid qualification
- Trained to use an automated external defibrillator (AED)

APPLICATION

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

Please send all application materials in the form of a **single PDF** to the OCHJS Bursar, Ms Kerry Maciak, at kerry.maciak@ochjs.ac.uk.

Application deadline: 12:00 noon UK Time on 11 August 2023

Interviews will take place during the week of 21 August 2023.

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

Informal enquiries about the role may be addressed to Ms Madeleine Trivasse (OCHJS Academic Registrar, Publications Officer, and Coordinator of the Oxford School of Rare Jewish Languages) at registrar@ochjs.ac.uk.