



1 Main Conditions of Service

Job Title:	Academic Officer
Department:	Academic Office
Responsible to:	Academic Registrar
Reports on a day to day basis to:	Deputy Academic Registrar and Academic Registrar, who coordinate the requirements of the Academic Office in association with other College Officers and Fellows.
Responsible for:	N/A
Salary:	Within the range £25,742 to £27,979 per annum (national spinal point 17-20)
Hours of Work:	35 hours per week. Whilst the core work period is 9.00 am to 5.00 pm Monday to Friday, the post-holder will also be required to be on duty on five Saturdays when Matriculation and Degree Ceremonies take place, for which time-off in lieu will be granted.
Leave Entitlement:	In addition to public holidays, this appointment carries with it a leave entitlement of 30 days. Normally, 5 days of the entitlement are to be taken during the College's Christmas closure period and 5 days during the Easter closure.
Other Benefits:	Lunch free of charge when served on days on which the post-holder is on duty; season ticket loan; free use of the College gym.
Appraisal:	The appointment is subject to the College's appraisal procedures.
Probation:	The post is subject to a six-month probationary period.
Notice:	This appointment may be terminated by either side by giving one month's written notice during probation and in the first year, and three months' written notice thereafter.

2 Purpose and Duties of the Post

2.1 Purpose

St Catherine's is one of the newest and largest Colleges within the University of Oxford, with a student population of about 1,000 students. The Academic Office deals with all academic matters concerning students and the work it undertakes varies throughout the academic year.

The post-holder will help provide the administrative support required for the successful running of the academic activities of the College, and will need to be able to adapt to the changing demands placed on the Academic Office and to engage in a variety of areas of the Academic Office's work as required.

The person appointed will join a small friendly team centrally located within the college.

2.2 Main Duties

The duties of the post include:

1. Acting as a first point of contact for telephone, email and in-person enquiries in the Academic Office.
2. Undertaking the financial and tutorial administration of the Academic Office.
 - (a) Acting as a first point of contact for tutors on academic matters and dealing with queries.
 - (b) Maintaining student and tutor information using TMS (the Oxford Tutorial Management System) and in-house Access databases.
 - (c) Undertaking right to work checks for all tutors in consultation with Departments/Faculties and other Colleges.
 - (d) Creating reports on the TMS system for tutors to complete, checking the accuracy of data supplied by tutors, liaising with tutors to resolve anomalies, and processing claims for payment.
 - (e) Liaising with Departments/Faculties and other Colleges regarding payments for tuition, including following up outstanding payments and keeping the Accounts Office informed.
 - (f) Securing authorisation from the Academic Registrar for payments and forwarding instructions for payment to the Accounts Office.
 - (g) Producing end-of-term and end-of-year reports, and performing other data analysis.
3. Helping to monitor student progress and the results of teaching delivery, and administer Undergraduate Scholarships, Exhibitions and Book Prizes.
4. Helping to maintain student records
 - (a) Maintaining individual student records, by taking responsibility for general filing and undertaking end of year file archiving

- (b) Ordering University Cards for students where cards have been lost or damaged or have expired
 - (c) Producing letters certifying student status, in particular for bank and visa applications, and supplying information to Oxford City Council on the residence of student members in relation to Council Tax
 - (d) Producing letters certifying degree results and academic transcripts.
5. Assisting with co-ordination of arrangements for Matriculation and Degree Ceremonies, in particular registering graduands and matriculands on the day of the ceremonies. The post-holder will be required to be on duty on five Saturdays when Matriculation and Degree Ceremonies take place.
 6. Receiving and checking claims from graduate students for research expenses grants, forwarding instructions for payments to the Accounts Office and keeping an annual record of money granted.
 7. Deputising for the Deputy Academic Registrar when necessary, and undertaking correspondence on their behalf.
 8. Undertaking any other duties as may be required from time to time by the Academic Registrar, Deputy Academic Registrar or their nominee. The duties undertaken by the post-holder may change over time, depending on the needs of the Academic Office.

3 Person Specification

Personal Attributes based on the Duties of the Post	Essential (E) or Desirable (D)	Evidence
Qualifications:		
Educated to degree level, or equivalent relevant professional experience.	E	1, 2, 3
Experience/Knowledge		
Previous experience of working in a busy administrative role, ideally gained within a college or university environment.	D	1, 2, 3
Knowledge of, or interest in, the Higher Education sector.	D	1, 2, 3
Skills		
Excellent interpersonal skills, including a high-level of proficiency in verbal and written communication, negotiation skills, and an awareness of the sensitivities of dealing with a variety of different constituencies within the context of a collegiate University.	E	1, 2, 3

Excellent IT skills, including word processing, email, spreadsheets and databases.	E	1, 2, 3, 4
Accuracy, attention to detail, and an organised and methodical approach to work.	E	1, 2, 3, 4
Problem-solving skills and the ability to exercise judgement and initiative.	E	1, 2, 3, 4
Ability to work calmly under pressure, and to prioritise and meet deadlines.	E	1, 2, 3
Ability to work independently and flexibly as a member of a small team.	E	1, 2, 3
Ability to handle sensitive and confidential matters with discretion and initiative.	E	1, 2, 3
Ability to work flexibly and react to the fluctuating demands of the academic calendar.	E	1, 2, 3

Evidence: (1) = Application, (2) = Interview, (3) = References, (4) = Testing

4 General Information on St Catherine's College

Although one of the newest and largest colleges within Oxford, St Catherine's College can trace its roots back to 1868, when a 'Delegacy for Unattached' students was formed. The Delegacy's mission, as stated by its first Censor, George Kitchin, was to guarantee a University where:

"the best education [would be] placed within the reach of all, rich or poor, who show themselves worthy of it".

This mission was achieved by allowing students the opportunity to study at Oxford without having to be a member of a College, which was prohibitively expensive. This was a ground-breaking moment in the history of Oxford, and constituted a revolutionary challenge to the status quo. We are proud to be able to trace our foundation back to such an exciting movement and our ethos today still reflects those original values.

Our modern College, known informally as Catz, was established in 1962 by its founding Master, Lord Alan Bullock. Our grade 1 listed buildings, located in a peaceful setting adjacent to the University Parks, were designed by Danish architect Arne Jacobsen and attract visitors from around the world. The striking modern architecture, fittings and furniture, reflected a move towards the open, contemporary, culture that is still fundamental to our approach today. With a student population of over 525 undergraduate students and over 375 postgraduate students, alongside a thriving community of visiting students, we're a diverse and vibrant College. The offices are a pleasant working environment, with a lively and friendly atmosphere.

The College has excellent facilities including a gym, library, music building, squash and tennis courts, all of which staff are welcome to use. We operate a salary-sacrifice travel season ticket loan scheme.

5 Application Details

5.1 How to apply

All applicants are required to complete an **Application Form** and a **Recruitment Monitoring Form** available on the College's website <https://www.stcatz.ox.ac.uk/category/vacancies/>. These forms can also be obtained from the Personnel Office (personnel@stcatz.ox.ac.uk).

Applications should be sent, by email attachment, to personnel@stcatz.ox.ac.uk.

5.2 Closing Date

The closing date for the receipt of applications for this post is **noon on Friday 24 May**. We reserve the right to close the post early if sufficient applications are received.

5.3 Referees

The application form will ask for the name of two referees, one of which should be your current or most recent employer. The College will assume that you will approach your referees at the time of application. However, you may (by making this clear on your Application Cover Form) ask that a particular referee or referees is/are approached only with your specific permission if you are being called for interview on the short list, or if you have been offered the post.