<table>
<thead>
<tr>
<th>Job Title</th>
<th>Tutorial Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Manager</td>
<td>Academic Registrar</td>
</tr>
<tr>
<td>Works for</td>
<td>Senior Tutor</td>
</tr>
<tr>
<td>Grade / Full or part-time</td>
<td>Equivalent to University Grade 5 (£26,341 rising to £31,406 pa)</td>
</tr>
<tr>
<td></td>
<td>Full-time and permanent</td>
</tr>
<tr>
<td>Main purpose of the job</td>
<td>To provide administrative support to tutors and members of the office team to ensure the efficient running of the tutorial system and Academic Office.</td>
</tr>
</tbody>
</table>

**St Hilda’s College**

St Hilda’s is one of the constituent colleges of Oxford University, spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College, which enjoys registered charitable status, is an independent and self-governing body, with an academic staff of about 100 Fellows and Lecturers. There are at present approximately 400 undergraduates and 220 graduate students. The College has a long tradition of inclusion, and the community here is diverse and down to earth. It has ambitious development plans and its ethos is a commitment to “excellence and equality, fostering intellectual and personal achievement in an environment in which every voice matters. Under the academic guidance of world-class researchers, students are expected to challenge and question, as pioneering, independent thinkers who will go on to shape their generation.”

**The Academic Office**

The small and friendly Academic Office handles the College’s academic administration under the direction of the Senior Tutor; the Academic Registrar oversees the Undergraduate Admissions and Outreach Officer and the Tutorial Officer. Whilst each member of staff has particular responsibilities, the Academic Office works as a team, with members assisting one another as the need arises.

This is a newly configured role offering all-round exposure to academic administration and office team work within a college environment and it could therefore be used as a platform for an employee looking to enhance their career in academic administration. The full range of duties will be kept under review during the initial months and may be adjusted in response to the evolving needs of the office.

The role offers the opportunity to engage with all aspects of academic administration. We are looking for a strong team player who can work across a number of different activities systematically and to a high level of accuracy. Since the post involves extensive contact with a broad range of people, excellent communication skills are essential.

The postholder will be responsible to the Academic Registrar, and ultimately to the Senior Tutor, who is the College’s Tutor for Admissions. She/he will regularly assist the other members of the team and will therefore liaise with tutors, students, staff, undergraduate applicants, teachers, departments and faculties, and the relevant University offices.
**Main Duties and Responsibilities**

**Own**
- Be welcoming and helpful to all visitors to the College and Academic Office (students, academic and other staff, alumni, parents, members of the public)
- Responsible for administering College collections (termly examinations) each term. This involves liaising with tutors, ensuring all papers are received, printed and labelled correctly, arranging invigilators, setting up the exam room and recording students’ collection marks
- Manage the Tutorial Management System, including managing tutors and monitoring and accepting termly student tutorial reportsMonitor the attendance of all overseas undergraduate students each term and maintain accurate records in accordance with current legal requirements
- Service the Welfare Committee which meets termly. This involves liaising with the Chair to produce and distribute agendas and papers, taking minutes and following up on action points.
- Act as an authorised signatory for the University Card Office, including ordering new cards for current students
- Responsible for administering the collection of tutorial feedback each term via an online webform
- Handle various College student dinners (e.g. issue invitations, deal with responses, produce table plans etc)
- Handle Degree Day bookings which take place 6 times a year
- Produce and maintain webpage profiles for each member of the College’s academic staff
- Produce transcripts, Letters of Confirmation and other documents for students on request
- Manage and maintain accurate and well-organised electronic and paper records in the Academic Office, including archiving of student files
- Responsible for ordering stationery for the college and for managing the photocopy room
- Day-to-day office administration

**Assisting others**
- Assist the Undergraduate Admissions and Outreach Officer with the undergraduate admissions procedure, including Open Days, and student registration, and with outreach administration
- Assist the Academic Registrar with the administration of University examinations
- Assist College Fellows and lecturers with administration tasks at their request

The postholder may be required to undertake other duties at the direction of the Academic Registrar as necessary.

**Selection Criteria**

**Essential**
- Educated to A-Level or equivalent
- A can-do attitude and good inter-personal skills, with the ability to deal confidently and appropriately with a variety of people, including students, tutors and college staff
- Excellent command of English, both written and oral, and a high level of numeracy
- Adaptability and flexibility to manage a variable workload
- Ability to stay calm and work accurately when under pressure
- Excellent attention to detail
• Willing to take ownership of duties, with the judgement to know how and when to take initiative, and when to refer to others
• Good computer skills, including Excel, Word and University databases; the ability to learn new IT skills as required
• Ability to handle confidential and sensitive data with discretion
• Willing to keep up to date with new procedures (training will be given)

**Desirable**
• Previous administration experience
• Understanding of UK Higher Education sector

**Conditions of Employment**

University Grade 5 salary scale, currently £26,341 to £31,406 pa (reviewed annually), according to qualifications and experience. This is a permanent, full-time post, with a contributory pension scheme. The normal working week is 35 hours Monday-Friday although working on three or four Saturdays and two or three evenings will be required each year for which the postholder will receive time off in lieu. Lunch is provided free of charge when on duty. There is a paid holiday entitlement of 38 days per year, including public holidays. Please note that the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term. Leave may not normally be taken during Full Term.

Anticipated start date of 1 February 2022. The post is subject to a 6-month probationary period, with 3 months’ notice on either side.

The College is committed to helping its staff to develop their careers and fully supports career development, for example through the University-run national Springboard/Navigator scheme. Additional material about the College can be found at the St Hilda’s website: www.st-hildas.ox.ac.uk.

**How to Apply**

Applications should include the following documents:
• Completed application form
• *curriculum vitae*
• Letter of application explaining your interest in the post and how you meet the selection criteria. If you are not currently working in Higher Education, please tell us why you are interested in moving into this area.
• Recruitment monitoring form (optional)

Your application should be emailed as a single pdf file containing the documents listed above, to rebekah.unwin@st-hildas.ox.ac.uk. For further information about the role, please contact the Academic Registrar, Mrs Rebekah Unwin, by email or on 01865 276889.

The deadline for applications is **12 noon on Friday 10 December 2021**. Interviews will be held on Friday 17 December 2021.