**HERTFORD COLLEGE, OXFORD**

**ADMINISTRATIVE ASSISTANT**
**FOR INTERNATIONAL PROGRAMMES DEPARTMENT**

**Further Particulars**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Administrative Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>International Programmes</td>
</tr>
<tr>
<td><strong>Contract Type:</strong></td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Responsible to:</strong></td>
<td>Co-Directors of International Programmes</td>
</tr>
</tbody>
</table>

Hertford College is looking for a full-time Administrative Assistant to assist the International Programmes Team in organising and running their programmes for overseas students.

**The College**

Hertford is one of the larger Oxford colleges, with roughly 650 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the later thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was re-founded in 1874 as the second Hertford College.

The college has a reputation for being both progressive and friendly. We are a multicultural and multilingual work place and the ethos of the International Programmes Department aligns well with the excellence in teaching, research and learning that Hertford College stands for (forty fellows, thirty lecturers, and around 140 members of administrative and domestic staff coordinate and support key activities.

Our [English Language programmes](#) are open to university groups worldwide, and we have special expertise in teaching groups from Europe, China, and Japan. The English Language programmes vary in length from 2 weeks to 6 months and are made to measure for each university.

**The International Programmes Team**

Our team is small, well organised, busy and in daily contact with international universities. After a very busy summer, a vacancy has arisen to in our team and we are looking for administrative support to help us achieve our current and future business objectives.
The members of our team work under the overall direction of the two Co-Directors. The administrative assistant will also work under the direct day-to-day direction of the Conference Manager and the Administrator as well as liaising with other Departments within College.

**Administrative Assistant**

The job:
The Administrative Assistant is responsible for administrative help with the department’s activities (academic and non-academic). The post-holder helps with coordinating the department’s core activities such as organising itineraries for visiting delegations and coordinating student helpers to prepare information in a timely and accurate manner. You will liaise daily with internal college departments on the provision of services (Catering, Housekeeping, Lodge), and with external university partners regarding commercial and logistical matters. You will oversee the filing and database systems and attend and support at functions and events (outside normal working hours), with time given in lieu.

The person:
The post-holder will have excellent attention to details, be a positive, motivated and flexible team player, who has the wide-ranging communication skills to liaise with other college departments and university partners. You will be able to handle commercial and academic information sensitively. The successful candidate will have excellent interpersonal skills and will be comfortable working on several projects simultaneously.

**Selection Criteria:**

- Proactive personality
- Excellent written and verbal communication skills
- Confidence to communicate with and meeting and greeting people from other countries
- Willingness to work with minimum supervision
- Ability to prioritise tasks appropriately
- High level of computer literacy: proficiency in MS Office, Word and Excel
- Interest in the cultures of the Far East
- Knowledge of Oxford
- Experience of databases
Terms and Conditions

This is a permanent appointment, available from mid-September 2018, or as soon as possible thereafter.

The salary will be on grade 3 to 3.5 of the university scale (approx. £19,000 - £21,000 p.a. depending on skills and experience). The post is eligible for membership of the OSPS pension scheme.

Weekly hours of work are 36.5 hours, normally between 9am and 5pm, Monday to Friday. However, the post-holder will need to have a flexible approach to working hours, as there will be particular periods of the year when longer working hours may be necessary (for which time off in lieu/pay will be granted).

The College offers an annual leave entitlement of 23 working days, plus 8 Bank Holidays and the 5-day Christmas closure period. Lunch is provided free of charge when the kitchens are open.

The appointment is subject to satisfactory references and a probationary period of six months. It will be necessary for the successful applicant to be DBS-checked.

Application and Appointment Procedure

Those wishing to apply for the post should email the following documents to hr@hertford.ox.ac.uk by 8am on Friday 14 September 2018.

1. A completed Employment Application Form, available from https://www.hertford.ox.ac.uk/and-more/vacancies
2. CV (maximum 2 sides of A4, to include the names and contact details of two referees);
3. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;

If you would like to speak to someone informally about the role, please contact Mr Fatjon Alliaj on 01865 279356.

Applicants are also encouraged to complete and return an Equal Opportunities Monitoring Form.

Interviews will take place on Wednesday 19th September 2018. References will only be taken up for the successful candidate.