Overview:

This is a great opportunity for an experienced administrator wishing to move into International Programmes Administration within a busy College environment. The role is a senior one within our department. Our team is small, well organised, busy and in daily contact with overseas universities. We are looking for a well-organised, active, enthusiastic, personable, proactive and proficient communicator to provide effective administrative support for the International Programmes team.

The post holder will be a positive, conscientious, highly motivated, flexible and accurate team player, who is comfortable liaising with other college departments and university partners, and able to handle commercial and academic information sensitively. The successful candidate will have good interpersonal skills and will be comfortable working on a number of projects simultaneously.

Main duties:

- Administrating the department’s activities (summer programmes) to a very high level of competence
- Recruiting, training and managing a seasonal team of student co-ordinators during Easter and summer vacations
- Assisting the Co-Directors in the achievement of the department’s strategic objectives
- Contributing ideas and information to improve departmental operating systems
- Supporting the efficient and effective operation of the International Programmes team
- Liaising with internal college departments and external university partners
- Undertaking of any necessary training of junior staff
- Hosting functions and events (outside of normal working hours), with time given in lieu

Selection Criteria:

Essential
- Significant relevant previous administrative experience
• Ability to represent college in a variety of situations/conferences/study abroad fairs
• Occasional attendance of internal department meetings
• Strong organisational skills
• Excellent written and verbal communication skills
• Willingness to work under minimum supervision and to prioritise tasks appropriately
• Ability to remain focused and calm in a busy environment
• High level of computer literacy: proficiency in MS Office, Word and Excel
• A team player with a good eye for detail and who can work effectively under pressure
• The ability to contribute immediately, to hit the ground running
• A high level of personal organisation and accuracy

Desirable

• Experience of working in an academic or Collegiate environment
• An ability to liaise with people from all over the world, especially from East Asia and the United States
• Knowledge of Oxford and the University of Oxford
• A cultural understanding of our key core markets
• Experience of database management

Appointment:
The appointment will be conditional on verification of the candidate’s references. There will be an initial probationary period of six months.

Salary and Pensions:
Salary: £24,983 - £27,285 depending on qualifications and experience. The successful candidate will be entitled to join the Oxford University Pension Scheme.

Hours of Work:
36.5 hours per week, generally between 9.00am and 5.00pm, with an unpaid hour for lunch.
At certain times of the year, the post will require longer working hours, which will be compensated for by time off in lieu and overtime payments. In our busiest periods
(June to September), you will be required to work flexibly which sometimes involves early starts and working later into the evening and at weekends. Annual leave is to be taken during our off-peak times.

A free lunch is available when on duty and when the college kitchens are open.

The post holder will be entitled to 28 days paid leave (5d to be taken at Christmas for the shut-down period) plus 8 Bank Holidays.

**How to Apply:**

Applications can be sent by e-mail attachment or by post. Please complete an Application Form, and include a CV and a covering letter explaining why you feel you are suitable for the position to:

Dr Undine Bruckner  
HR Manager, Hertford College, Catte Street, Oxford, OX1 3BW

**Email:** hr@hertford.ox.ac.uk

The closing date **Thursday, 18 October 2018, at 8am.**  
Please note that **interviews will be held on Thursday 25th October 2018.**