



CHRIST CHURCH
UNIVERSITY OF OXFORD

GRADUATE ADMISSIONS ASSISTANT

Job title	Graduate Admissions Assistant
Location	Christ Church
Department	Academic Office, Admissions & Access Team
Contract type	Casual: between 21 October and 19 December 2024
Salary	£12.49 per hour
Responsible to	Admissions & Access Manager, assisting the Admissions Officer
Application deadline	Noon 7 October 2024
Vacancy reference	MT 24_004

Christ Church

Christ Church, one of the largest colleges of Oxford University, is strongly committed to teaching and research. The College has around 420 undergraduates and 230 graduates, and around 200 senior members. Our academics teach their students in tutorials, a system which enables undergraduates to work with experienced tutors in small groups. The subjects offered at Christ Church cover the whole spectrum, including Arts, Social Sciences, Medical Sciences and Physical Sciences. Christ Church tutors strongly believe in the joint pursuit of teaching and research. For more information please visit: <https://www.chch.ox.ac.uk/>.

Academic Office

The Academic Office is responsible for providing administrative support for all areas of the College's academic functions, under the overall responsibility of the Senior Censor (an academic and College Officer whose role is similar to that of Senior Tutor in other colleges), and the line management of the Academic Registrar. Whilst each member of staff has particular responsibilities, the Academic Office works as a team, with members assisting one another as the need arises and particularly at highly pressured points in the academic calendar.

Role of the Admissions Assistants

Undergraduate admissions take place largely in Michaelmas Term. Christ Church receives approximately 1000 undergraduate applications in October, interviews around 400 candidates in December, and makes offers to approximately 130 students every January. We are looking for graduate students with excellent organisation skills and attention to detail to assist our Admissions Officer in administering the Undergraduate Admissions exercise. This is an excellent opportunity for graduate students to gain experience working in the higher education sector, as well as an insight into how admissions processes work.

Main Duties and Responsibilities

The Graduate Admissions Assistants' tasks will involve:

- Checking candidates' missing qualifications
- Checking candidates' international qualifications
- Updating extenuating circumstances and disability information on ADSS (ADSS training will be provided)
- Assisting with timetabling for interviews



- Adding interview times on ADSS
- Responding to enquiries from prospective applicants, applicants, and tutors
- Processing written work from candidates
- Liaising with tutors on pre-reading materials
- Checking and updating tutor training records
- Handling feedback requests
- Setting up Miro boards for tutors (Miro training will be provided)
- Assisting with sending Microsoft Teams invitations to candidates
- Assisting with sending pre-interview readings to candidates
- Assisting with setting up and booking rooms for remote interviewing
- Assisting with setting up second-college interviews

The above is not an exhaustive list of duties. The Graduate Admissions Assistant will also be expected to carry out any other duties which might reasonably be expected by the Admissions & Access Office.

Selection criteria

The selection criteria are:

Essential

- Availability for work during the dates specified above
- Ability to maintain professionalism as a staff member at all times while on duty
- Ability to work in a team and be considerate of others within the team
- Effective written and verbal communication skills
- Excellent organisation skills and attention to detail
- A polite, friendly and tactful manner when dealing with enquiries from applicants, parents, carers, teachers, and tutors
- Discretion when dealing with confidential and sensitive information
- Adaptability and flexibility to manage a variable workload
- Ability to prioritise and undertake tasks in a logical and methodical manner
- Willingness to attend training courses and take responsibility for own learning
- A proactive approach to supporting colleagues and the smooth running of the Admissions Office
- Experience in using standard IT packages (Microsoft Office), databases, email and the internet, and the capacity to pick up other software packages quickly

Desirable

- Familiarity in handling confidential and sensitive documentation
- Experience of working in an office environment
- Proven administrative skills
- Familiarity with Oxford's undergraduate admissions process



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Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right to work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments. The appointment will be conditional on confirmation of an enhanced DBS check.

Terms and Conditions

- Salary: at the rate of £12.49 per hour, subject to: i) deduction of income tax and National Insurance; ii) completion of appropriate timesheets, which are to be signed off by the Admissions & Access Manager on a weekly basis for payment through the Treasury; and iii) having already provided original documentation to establish their right to work in the UK.
- Period of work: The post holder will be required to assist with Admissions work between 21 October and 19 December 2024.
- Working hours: The Graduate Admissions Assistant will be expected to work in a shift pattern to be determined together with the Admissions & Access Office. Working patterns may differ from week to week but are expected to be around ten hours per week, with extra hours possible. Shifts will be no longer than seven hours per day and will be allocated with as much notice as possible, but this will be governed by the nature of tasks, and so Graduate Assistants are expected to be flexible with regard to working patterns.
- Place of work: In person, in the Christ Church Admissions Office, although remote working may occasionally be possible.
- Holiday pay: Statutory holiday allowance of 5.6 weeks.
- Other benefits: On days where the post-holder will be working more than six hours per day they will be entitled to lunches without charge in College when working in the Admissions Office.

Application process

Applicants should fill in the application form available [here](#). The form will close at **Noon Monday 7 October 2024**. Please contact Alison Porter at admissions@chch.ox.ac.uk for an informal discussion.

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment or education. Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats.



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Important information for candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.