



University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Graphic Design Assistant
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 5: Salary £ 22,971 - £ 27,428 p.a., pro rata
Hours	Part-time (30-50% FTE)
Contract type	Fixed term contract for up to 4 months

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2009/10 was £879.8m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £367m p.a., and more than 60 spin-off companies have been created.

For more information please visit www.ox.ac.uk

MPLS Division

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: the Department of Chemistry, Department of Computer Science, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

For more information please visit: <http://www.mpls.ox.ac.uk/>

Department of Computer Science

The Department of Computer Science, University of Oxford has one of the longest-established Computer Science departments in the country. Formerly known as the Oxford University Computing Laboratory, it is home to a community of world-class [research](#) and [teaching](#). Research activities encompass core Computer Science, as well as [computational biology](#), [quantum computing](#), [computational linguistics](#), [information systems](#), [software verification](#) and [software engineering](#). The department is home to undergraduates, full-time and part-time Master's students, and has a strong doctoral programme.

For more information please visit: <http://www.cs.ox.ac.uk/>

Job description

Overview

A graphics designer/editor is required to apply a consistent style to the technical illustrations in a multi-author project book which may eventually be published commercially by a scientific publisher

Position summary:

To assist with the design, artwork, layout and printing of any documents produced in connection within the CESAR research project where these skills are required.

Your main responsibilities will be to:

Graphic Design:

- Working within defined boundaries to improve the quality and clarity of illustrations.
- Work creatively and consistently within Unit guidelines assisting the Design Coordinator in the production of CESAR graphics projects.
- Assist in creating design for print from initial brief to pre-press artwork, liaising with various members of the Unit as necessary.
- Be proficient in Adobe Creative Suite (Inkscape, Illustrator, Photoshop and Acrobat). Word, Excel and PowerPoint and utilizing these skills where necessary.
- Mock up artwork for project teams.
- Liaise confidently with external partners if required.

General

- Prioritise multiple requests for project work and ensure that deadlines are met
- Ensure all jobs are proof read, prior to being produced/ published.
- Communicate with other Unit members about any developments or problems as they arise

Selection Criteria

Essential

- Proficiency in Word, Excel, PowerPoint, Adobe Creative Suite (InDesign, Illustrator, Photoshop and Acrobat).
- Good command of written and spoken English.
- Good communication skills.
- Good design and layout skills with proficiency in producing artwork
- Some knowledge of the printing industry and related issues (such as copyright legislation)
- Accuracy and attention to detail
- Self motivation
- Excellent organisational and time management skills

Desirable

- Ability to work as part of a team and independently
- Experience in proof reading.
- Experience of LaTeX.
- Experience of research or academic publishing.

Working at the University of Oxford

For further information about working at Oxford, please see:

http://www.ox.ac.uk/about_the_university/jobs/research/

Salary and Benefits

Salary will be on the University grade 05S scale (currently £ 22,971 - £ 27,428 p.a., pro rata depending on qualifications and experience).

This is a fixed term contract post available immediately for up to 4 months.

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may

have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Candidates must also ask their referees to consider this job description and email their reference directly to **job21@cs.ox.ac.uk** or, alternatively, post or fax it to: The Administrator, Department of Computer Science, Wolfson Building, Parks Road, Oxford OX1 3QD, such that the reference arrives by, or shortly after, the advertised closing date.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

To return to the online application at any stage, please click on the following link www.recruit.ox.ac.uk

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.