



University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Part Time Office Assistant (SEP)
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 3: Salary £17,329 - £19,972 p.a., pro rata
Hours	Part-time: Monday – Friday (8am – 1pm)
Contract type	Permanent

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

The Software Engineering Programme is a programme of postgraduate education aimed at suitably-qualified professionals, managed by the Department of Computer Science (DoCS) which is one of the world's leading departments of computer science.

The Programme has 300 registered students, the majority of which work full-time in the software, telecommunications, or finance industries. Each student attends two or three modules a year, and each module includes an intensive teaching week, spent in Oxford, followed by a written assignment that serves also as a formal examination. The Programme handles all aspects of student management, from initial admission, course attendance to final examination and alumni support.

There are 10 permanent academic staff on the Programme, supported by three members of administrative staff. The post holder will work under the direction of the Programme Manager, Ms Jackie Jordan, and the Programme Director, Professor Jim Davies. At departmental level, responsibility for the post is taken by the Departmental Administrator for DoCS, Ms Sharon Lloyd who will provide additional direction and support in administrative matters.

The post holder will report to the Programme Manager however on a day-to-day basis their work will be provided and supervised by the Programme Administrative Officer, Mrs Shirley Sardar.

Your main responsibilities will be to:

General

- Assist the other members of administrative staff in all aspects of student and programme management, including course registration, the preparation of course notes and information packs, the handling of student feedback and teaching room set-up.
- Provide administrative support to academic staff as required and will be responsible for overseeing two teaching facility. The timing of course registration in particular, means that the post holder needs to be available for work at 8am.

Information management

- Assist with the maintenance of accurate and consistent records of student participation. This will involve the use of a programme database.

Contact management

- The post holder will be the first point of contact for enquiries: by email, telephone, or in person. They will assist in the organization of interviews for prospective students, and in the reception of students arriving for modules. Where possible, they will resolve enquiries themselves by providing appropriate information or by making appropriate arrangements.

Selection Criteria

Essential

The successful applicant for the post will:

- possess good organizational and communication skills.
- be competent and confident in the use of Microsoft Office and a web browser.
- enjoy dealing with people and problems, while maintaining a professional attitude and an intelligent, considered approach.
- have the ability to work as part of a team, as well as the ability to work flexibly across a range of duties.

The successful candidate should be available for work from **8am-1pm** each day and should have a flexible approach to their working hours to include occasional weekend working to assist with events as well as being available to work additional hours at busy times during to year. Over time payment or time off in lieu will be available for any additional hours worked.

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

This post is part time (25 hours per week) and has a salary on the University grade 03S scale (currently £17,329 – £19,972 per annum, pro rata). The post is pensionable and has a holiday entitlement of 38 days annual leave (pro rata and inclusive of all public holidays and University closed periods).

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 job11@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.