



University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Administrative Assistant (Software Engineering)
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 4: Salary £20,374 – £23,585 p.a.
Hours	Full Time
Contract type	Permanent
Vacancy reference	114336

Introduction

The University

The University of Oxford is a complex and stimulating organisation, enjoying 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 22,000.

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 over 6,500 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and over 2,700 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors and 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 2012/13 was £1,086.9m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £436.8m p.a., and more than 80 spin-off companies have been created.

For more information please visit www.ox.ac.uk/staff/about_the_university.html

MPLS Division

The Mathematical, Physical, and Life Sciences Division (MPLS) is one of the four academic divisions of the University.

Oxford is widely recognised as one of the world's leading science universities. In the 2008 UK Research Assessment Exercise over 70% of research activity in MPLS was judged to be world-leading (4*) or internationally excellent (3*), and Oxford was ranked first in the UK across the mathematical sciences as a whole.

The MPLS division's ten departments and three interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. We have over 6,000 students and research staff, and generate over half of our funding from external research grants. Our research addresses major societal and technological challenges and is increasingly interdisciplinary in nature. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, as well as with researchers from around the world.

For more information, please visit:

<http://www.mpls.ox.ac.uk/>

Department of Computer Science

The Department of Computer Science (DoCS) was established in 1957. It is one of the UK's leading Computer Science Departments (ranked first in a number of newspaper rankings, and third in terms of research power). In the Research Assessment Exercise in 2008, 80% of the submitted research was found to be in the top two tiers, either 4* (world-leading) or 3* (internationally excellent). Many members of the Department are active in externally sponsored research, with both government and industrial funding. At present there are 60 members of academic staff and over 120 research staff.

DoCS has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and a number of life sciences departments. It has a major role in the rapidly-developing field of e-Science alongside the Oxford e-Research Centre, an independent unit with which we share a building. This is an essentially inter-disciplinary activity which is at present attracting major funding from a number of sources. At present DoCS holds £37m in external research contracts.

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

Software Engineering Programme

The Software Engineering Programme is a programme of part-time postgraduate education aimed at suitably-qualified professionals, managed by the Department of Computer Science (DoCS). The Programme currently has 310 registered students, the majority of whom work full-time in the software, telecommunications, or finance industries. Each student attends two to four 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 in house, from initial admission, through course attendance, to final examination and alumni support. There are currently 12

permanent academic staff on the Programme, supported by three members of administrative staff.

For further information, please visit: <http://www.softeng.ox.ac.uk/>

Job description

Overview of the role

The post holder will work under the direction of the Programme Manager, Ms Jackie Jordan, and the Programme Director, Professor Jeremy Gibbons. At departmental level, responsibility for the post is taken by the Departmental Academic Administrator for DoCS, Ms Leanne Carveth, 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.

Responsibilities/duties

The main duties of the successful candidate will include:

A. On-course Administration

The post holder is the first point of contact for all external and internal lecturers and will be required to provide advice and assistance with the arrangements for teaching. Other duties will include:

- Booking and confirming all accommodation for external lecturers.
- Receiving and checking course materials from lecturers in advance of the start of their course and following up where materials have not been provided in a timely manner.
- Ensuring that external lecturers have access to the Department and the information systems whilst in Oxford.
- Processing all course module registrations, confirming pre-requisites with students prior to the course starting, liaising with academic staff where necessary.
- Maintaining of accurate and consistent records of student attendance and participation on course.
- Confirming the payment of all fees related to course prior to students arriving.
- Sending out pre-study materials to students including course textbooks where required.
- Meeting and greeting students on the first day of the module, introducing them to the programme and dealing with all enquiries.
- Responsible for the daily set up of the teaching facilities, responding to requests for additional equipment in a professional and timely manner.
- Clearing up of teaching rooms at the end of each day.
- Receiving and processing all course feedback, including use of the database to present data to academic staff.

B. Examinations and Assessment

The post-holder will assist the Administrative Officer with all aspects of the examinations and assessment process, including:

- Assisting with the assignment preparation process.
- Assisting the Administrative Officer with issuing students with copies of assignments at the end of each module.
- Recording the receipt of declaration forms and following up students for non-submission.
- Providing assistance to the administrative officer to process assignments and also provide cover during absence.

C. Marketing, Recruitment and Admissions

The post holder will support the work of the Administrative Officer and Programme Manager in the areas of recruitment and admissions, acting as the first point of contact for all prospective students and responding to enquiries by email, telephone or in person. The post holder will also be required to set up and attend marketing events such as exhibitions and open days, this will include travel and weekend working. Other duties will include:

- Acting as a first point of contact for prospective employer and student enquiries, providing advice and guidance regarding the admissions process and escalating queries to the Administrative Office or Programme manager where required.
- Receiving CVs from potential applicants and forwarding to the programme DGS for review.
- Preparing and distributing application and interview packs for academic staff.
- Booking rooms and organising refreshments for interviews.
- Providing a meet and greet service for all interviewees and also giving a tour of the facilities.
- Assisting the Programme Manager with the preparation and running of exhibitions and open days.
- Attending open days and exhibitions and giving advice and guidance to prospective applicants regarding the programme.
- Distributing of promotional material to industry contacts.

D. Finance

The post holder will be responsible for purchasing all consumable for the programme including text books and refreshments. The post holder will be required to use the University's iProcurement system. Other duties will include:

- Assisting the Administrative Officer in liaising with the Finance office in the Department of Computer Science to ensure that invoices to students are issued in a timely and accurate manner.
- Assisting the Administrative Officer in following up missed payments with students and sending out reminders for payments where required.

E. General

The post holder will be required to undertake any tasks as requested by the Programme manager, these may include:

- Collecting and distributing of post and deliveries for the programme.
- Providing administrative support for academic staff as required.
- Liaising with the Computer Science facilities and IT support teams to report issues with equipment or facilities.

Please note: The successful candidate would be required to work weekdays starting at 8am each day.

Selection Criteria

- Flexibility in working hours and in particular the ability to start working at 8am each during the working week.
- Experience of 'hands-on' administrative tasks including setting up teaching rooms and ensuring office supplies are maintained.
- Experience of managing administrative processes.
- Ability to interpret and apply department and University policies and procedures.
- Ability to work independently and to use own Initiative
- Ability to organise and prioritise own workload.
- Competence and confidence in the use of MS Office and web browsers.
- Previous experience of working in a team.

Working at the University of Oxford

For further information about working at Oxford, please see:
www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

Salary and Benefits

The post, which is a full-time, permanent, appointment, has a salary on the University grade 04S scale (currently £20,374 - £23,585 p.a.). This includes membership of the Oxford Staff Pension Scheme (OSPS), and has an annual leave entitlement of 38 days per year (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.