



Scholarship and Christianity in Oxford

Wycliffe Hall's partner in international education

Academic Administrator: full time

Organisation

Scholarship and Christianity in Oxford (SCIO), a registered UK charity (formally, CCCU-UK), is the UK subsidiary of the Council for Christian Colleges & Universities (CCCU), which is an international higher education association of Christian liberal arts colleges and universities with headquarters in Washington, DC.

SCIO is an important centre for international grant funded research, particularly in science and religion, and biblical texts and their curation. In partnership with Wycliffe Hall, SCIO organises programmes for students registered for degrees in overseas, mainly American, institutions. It runs the SCIO semester and yearlong programmes, SCIO summer programmes, SCIO Online from Oxford.

Mission

To foster scholarly engagement, intellectual excellence, and authentic Christian spirituality and the connections between them within an international academic community at Oxford.

SCIO strives to do this by:

- Helping students drawn largely from CCCU colleges realise their academic and personal potential at Oxford, at graduate or professional school, and throughout life
- Encouraging high quality research on the part of its staff and faculty from CCCU colleges as individuals and as members of research programmes based at SCIO
- Cultivating a community of alumni who support each other and SCIO's mission
- Enabling its staff to develop professionally and flourish personally

The Position

SCIO seeks to appoint an Academic Administrator. More information on SCIO can be found at: www.scio-uk.org.

This post will suit an experienced administrator who combines capacity for effective overview with a keen eye for detail and has the creativity and vision to support the work of a dynamic organisation with international connections. The post holder will be assist the smooth running of SCIO's student programme activities (two semester programmes and a summer programme) and marketing. Activities take place primarily in Oxford.

The appointee will work as part of a supportive team in a pleasant office in North Oxford. It is expected that the appointee will work in person from our office for the majority of the time while programmes are running. There is a Genuine Occupational Requirement that the appointee, who will have to represent the aims and objectives of SCIO in all contacts with SCIO students and academic visitors, and will be able to identify with those aims, as listed above.

Applicants should send a covering letter, *curriculum vitae*, and details of three referees via email to Jordan Smith, email: scio.admin@wycliffe.ox.ac.uk. **Applications should be received by 6 May 2022 with an ideal starting date of 13 June 2022.** SCIO reserves the right to employ before that date should a suitable candidate be found. Early applications are therefore encouraged.

The Academic Administrator is responsible for:

You will work with the SCIO team to organise and deliver a successful study abroad programme. Your line manager is the Director of Administration. You will work closely with the Academic Director on day to day management of the programmes.

Your place of work will normally be 8 Norham Garden, except that you may work from home by agreement with colleagues and in order to comply with any Covid regulations. When you are the designated staff member maintaining cover at 8 Norham Gardens you will arrange cover if illness or unforeseen circumstances mean that you cannot be at 8 Norham Gardens.

Programme administration duties

- Devising a timetable for terms, summer programme, and online programmes in conjunction with other SCIO staff
- Administering tutorials in conjunction with directors of study and the Academic Director, logging student requests, and tutor contact details
- Administering seminar courses, logging student requests, liaising with seminar leadings and the Academic Director
- Providing information for the programme handbooks and other student materials, manage the availability of those documents, and keep on top of their revision cycle
- Managing programme evaluation process, liaising with other staff about content and the way in which surveys are circulated to students and their results circulated to staff
- Maintaining and managing the academic admin spreadsheet, effecting the tasks week by week and logging progress on the spreadsheet, in conjunction with the Director of Administration, the Academic Director, and other SCIO, Wycliffe Hall, and CCCU staff
- Planning and attending weekly planning meetings with the Director of Administration and the Academic Director, in conjunction with the maintenance of the admin spreadsheet
- Daily monitoring the SCIO Admin email account except during office closure; arranging for a substitute during leave
- Processing student applications (Terra Dotta, review by SCIO and Wycliffe Hall staff, correspondence with DC, filing), keeping track of student progress through the system
- Generating, sending, and tracking student offer letters and contracts (housing, Wycliffe Hall, and University)
- Managing the University / Bodleian card process in conjunction with Wycliffe Hall and University staff
- Managing visa, immigration in conjunction with Wycliffe Hall, the University, and the Director of Administration
- When in the SCIO office, maintaining postal communications e.g. accepting deliveries, collecting and distributing post from Wycliffe Hall, delivering pigeon post items to Wycliffe Hall, posting Royal Mail items
- Devising and effecting a system for ordering stationery and office supplies
- Managing room bookings at the SCIO office and Wycliffe Hall
- Overseeing use of University programmes and platforms (TMS and Canvas), liaising with Wycliffe Hall
- Maintaining student records in File Maker Pro
- Processing monthly payroll documentation for tutors and hourly staff

- Liaising with the Director of Finance on relevant financial matters (expenses, petty cash, etc)
- Monitoring requests for reference letters, transcripts, reports, and other student data
- Liaising with students, tutors, staff, faculty, Wycliffe Hall, CCCU, etc.
- Maintaining the student email contact lists
- Book venues and transport for field trips and prepare itineraries, risk assessments, and other documentation for field trip leader
- Entering grades, chasing up tutors, generating moderation documents, and finalising transcripts/grade reports
- Administering academic prizes
- Maintaining the administrator's handbook
- Performing other duties which from time to time may arise
- Helping with Covid and other emergency planning, including liaising with Wycliffe Hall
- Assisting with student arrivals, programme orientation, and debrief, including preparation of materials, ordering meals, dealing with late arrivals, etc.
- Liaise with pastoral team if contact with students for admin reasons raising pastoral concerns: understanding the need for confidentiality in respect of such concerns
- Maintaining and encouraging SCIO's Christian ethos in interactions with students
- Aiding the students in getting the most out of Oxford, including helping them with queries about daily life in Oxford, local churches, the University of Oxford, and the UK in general
- Performing other duties which from time to time may arise

Selection Criteria

Essential

- Identification with the ethos, aims, and objectives of Wycliffe Hall and SCIO and ability to represent them in working contacts
- Undergraduate degree
- Excellent organisation and communication skills
- Excellent interpersonal skills. The post holder will need to engage helpfully and effectively with wide variety of contacts, including students, tutors and international visitors.
- An advanced level of IT literacy, including MS Excel, Word, Outlook, and Adobe Acrobat. The post holder will be required to manipulate large sets of data and produce professional reports and advise on using systems to aid effectiveness
- Demonstrable ability to work independently and set priorities in a complex work environment with many competing tasks
- Motivated by achievement of results and completion of tasks
- A keen eye for detail
- Willingness to work in central North Oxford and work within normal office hours (normal office hours are 9.00am to 5.00pm with a lunch break)
- Willingness to be flexible about hours when the programme demands e.g. student programme arrival days

Desirable

- Familiarity with the University of Oxford
- Familiarity with University electronic systems e.g. Canvas, TMS, eVision, etc.
- Familiarity with Filemaker Pro or other database system
- Familiarity with copy editing and proof reading
- An earned Master's degree
- Prior undergraduate or graduate study in a field/s relevant to SCIO's academic interests
- Willingness to participate in programme social and academic events (where appropriate)

Salary and benefits

- Salary: £27,000-£31,000 per annum; salary commensurate with duties, which may vary according to the final job description for the successful candidate.
- Pension scheme
- Annual Leave: public holidays (8), plus 26 days per year
- Sick Leave: 10 days per year (15 after three years) plus 3 personal leave days per year

Additional benefits at the discretion of Wycliffe Hall

- Lunch at Wycliffe Hall when the dining room serves meals
- University (College Staff) card as Wycliffe Hall college staff with relevant access to University of Oxford facilities and those benefits (such as training courses) open to college staff without University posts.
- Benefits at retailers and university services that follow from an Oxford college staff membership

Start date: 13 June 2022 or as soon as possible thereafter