



## Scholarship and Christianity in Oxford

### Wycliffe Hall's partner in international education

### Academic Director of Student Programmes: part time (.6 FTE)

#### 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 undergraduate students registered for degrees in overseas, mainly American, institutions. It runs the SCIO semester programme, SCIO summer programme, and 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

More information on SCIO can be found at: [www.scio-uk.org](http://www.scio-uk.org).

#### The Position

SCIO seeks to appoint an Academic Director of Student Programmes

This post will suit an experienced academic / academic administrator who combines capacity for effective overview with a keen eye for detail and has the creativity and vision to substantially contribute to the work of a dynamic organisation with international connections. The post holder will manage the smooth running of SCIO's student programmes (two semester programmes and a summer programme). Activities take place primarily in Oxford or online from Oxford, though some limited travel to the USA may be involved.

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 represent the ethos, aims, mission and objectives of SCIO and Wycliffe Hall in all contacts with SCIO

students and academic visitors, and will identify with these institutional commitments (cf. the respective websites).

Applicants should send a covering letter, *curriculum vitae*, and details of three referees via email to Dr. Stan Rosenberg, email: [scio.admin@wycliffe.ox.ac.uk](mailto:scio.admin@wycliffe.ox.ac.uk). **Applications should be received by 15 June 2022. Ideally, the successful candidate will start work in mid-July 2022, though a later start date may be considered** (NB: there will be flexibility for planned summer holidays). SCIO reserves the right to employ before that date should a suitable candidate be found. Early applications are therefore encouraged.

*Research Fellowship:* If appropriate, the appointee may also be designated as a research fellow for time spent over and above the salaried post to pursue an active, agreed academic programme and thereby to model to undergraduate students a productive academic life. The research fellow will benefit from a generous research fund to support publications, and conference and other research expenses.

### **Academic Director of Student Programmes**

You will work with the SCIO team to organise and deliver successful study abroad programmes and contribute to other informal student offerings. Your line manager is the Executive Director. You will work closely with the Academic Administrator and Director of Administration on day to day management of the programmes. You will be a member of the senior management team.

Your place of work will normally be 8 Norham Gardens, except that you may work from home by agreement with colleagues. 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**

- Manage semester, summer, and online programmes day to day, liaising with academic admin team and other colleagues to:
  - Recruit and manage directors of study and lecturers, expanding and contracting their numbers as necessary
  - Recruit and manage academic standards officer and other non-salaried academic help
  - Recruit, mentor, and evaluate tutors for academic programmes
  - Design and deliver academic elements of programmes including new course design and implementation
  - Provide students and organization a bridge to Oxford academics including attendance at relevant committees if appropriate, liaise with Bodleian etc.
  - Review policy and programmes in light of University of Oxford and Wycliffe Hall policies and practice
  - Write and maintain academic materials e.g. handbooks, reading lists, course booklets
  - Develop and maintain policies, behavioural standards, and processes for academic programmes, ensuring compliance with all relevant law and University of Oxford and Wycliffe Hall policies
  - Conduct annual performance reviews with relevant staff
  - Develop new institutional relationships e.g. with Faraday Institute
  - Liaise with DC staff about programme matters
  - Liaise with Wycliffe Hall and other University staff
  - Liaise with finance staff to produce academic budgets, setting pay rates for all academic activities and delivering the programme within agreed costs
  - Oversee academic elements of orientation and debrief and supervise all elements
  - Manage assessment processes to ensure integrity and accuracy, including developing and maintaining assessment criteria in compliance with University and HE teaching

best practice, managing and developing policies for moderation process and issuing of transcripts

- Manage admissions process, with delegated support, to develop and effect processes which are compliant with equality and other legislation
- Manage academic discipline, liaising with students, Wycliffe Hall, the Proctors, the CCCU office and, if appropriate, the student's home schools
- Advise students on academic and cultural matters and offer pastoral care where appropriate (in cooperation with staff responsible for student life matters)
- Develop and implement academic prize policy
- Offer a limited number of tutorials, seminars, and lectures as appropriate
- Contribute to grant-related projects as appropriate and as opportunity and need present
- Manage US-based accreditation reviews (and UK certification should such develop)
- Work with editor to establish and maintain editorial policies
- Part of the Senior Management Team
- Review and refine student academic programmes including curricular reform as needed

## **Selection Criteria**

### **Essential:**

- Experience in academic management, curricular review and development
- Identification with the mission, ethos, aims, and objectives of Wycliffe Hall and SCIO and ability to represent these to students, institutions, and in working contacts
- Ability to work as part of a team, balancing multiple demands
- Undergraduate teaching experience
- Knowledge and experience of University of Oxford and colleges
- Familiarity with the University of Oxford, including
  - broad approaches to policies as affect undergraduate education
  - the Bodleian libraries
  - administrative procedures
  - relevant administrative offices and personnel positions, etc.
- A wide network of scholarly relations within Oxford (University and city)
- A scholar (in one of the many academic disciplines offered in SCIO's semester programme)
  - Have a lively, current, and productive research interest in an academic discipline manifesting itself in publication in peer reviewed international journals, for academic presses
  - Model integrity and activity in research to students
  - Maintain an interest in current HE pedagogy
- Appropriate postgraduate degree/s
- Excellent organisation and communication skills
- Excellent interpersonal skills. The post holder will need to engage helpfully and effectively with a wide variety of contacts, including students, tutors and international visitors.
- Substantial IT literacy, including MS Excel, Word, Outlook, Teams, and databases
- 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 participate in programme social and academic events (where appropriate)
- Willingness to work in central North Oxford and work in the context of 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:**

- A published and publishing scholar (in one of the many academic disciplines offered in SCIO's semester programme)
- Familiarity with University electronic systems e.g. Canvas, TMS, eVision, etc.
- Familiarity with Filemaker Pro or other database systems
- Familiarity with creating text for publishing handbooks, academic programmes, etc.
- An earned doctoral degree in an academic field
- Prior undergraduate or graduate study in a field/s relevant to SCIO's academic interests
- Experience of foreign study and/or study abroad

**Salary and benefits**

- Salary: £40,000–50,000 pro rata per annum for a post set at 0.6 FTE; salary commensurate with duties and experience. Duties may vary from this job description for the successful candidate.
- If named as Research Fellow the appointee will have a research support fund of up to £5,000 per annum in the first year; renewable yearly by application and review.
- Pension scheme (currently USS)
- Annual Leave: public holidays (8), plus 26 days per year pro rata
- Sick Leave: 10 days per year (15 after three years) plus 3 personal leave days per year pro rata

**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**

- Mid-July 2022 though a later start date may be considered.