



LMH

Lady Margaret Hall

Further particulars

Academic Office Administrator

Lady Margaret Hall, a college in the University of Oxford, has a clear vision of the future and strategy for achieving it. LMH, as it is fondly known, was founded in 1878 with a dual passion for learning and for equality, making it possible for the first time for women to study at Oxford. Today, the College continues to draw inspiration from this great foundation vision. It is now a co-educational academic community of 400 undergraduate and 180 postgraduate students, utterly committed to research and scholarship and to effective, highly personalised teaching and learning for students from all backgrounds.

Lady Margaret Hall has a turnover of £9m and an endowment of £32m. Although not large by corporate standards, university colleges are complex environments that require sophisticated and sensitive management.

Job Description

The post-holder is responsible for undergraduate admissions, registration, and on-course undergraduate administration. The Academic Office Administrator manages alternative exam arrangements and University exams in College. They are also responsible for the administration of undergraduate scholarships and awards.

Main relationships

Reporting to: Academic Registrar

Working with: Tutor for Graduates, Vice Principal, Secretary of SCR; Director of Visiting Students

Key Duties

- Management of the undergraduate admissions process
- Induction and Registration of new students
- Student Records maintenance
- Arrangements for alternative exam arrangements and exams in College
- Organising Invigilation, Transcription of Illegible scripts, FAP applications
- Administration of undergraduate scholarships, exhibitions, college prizes
- Administration of award schemes for on-course graduates, including travel grants
- Maintain relevant sections of the College website.
- Provide cover for the Academic Office Assistant if required.
- Represent the Academic Office at monthly Operations Updates Committee.
- Other duties as required and as appropriate to the role.

Additionally: because this post has been recently reconfigured, the full range of duties will be kept under review during the initial months, and may be adjusted in response to the evolving needs of the academic office.

Qualifications and Experience

- A good standard of Education, at least to A level and preferably degree level.
- Administrative Experience involving computer-based records, preferably in a related field.
- High standard of IT literacy including familiarity with Microsoft office, particularly Word & Excel required; some experience of maintaining databases; training will be provide on University specific databases and Outlook email as necessary
- Good standard of both written and spoken English.
- Knowledge of the UK higher education system preferred

Personal Qualities and abilities

- Good organisational skills, the ability to prioritise and to keep track of multiple tasks
- Good attention to detail
- Ability to format documents, emails and letters, and to conduct mail merges for both letters and emails
- Good judgement about when to use initiative and when to consult
- Ability to deal with pressure and ability to deal with unexpected events
- Excellent interpersonal skills
- Excellent communications skills, including both written and spoken English
- Discretion and the ability to maintain confidentiality
- The ability to deal effectively with people at all levels
- The ability to work co-operatively with a helpful 'can do' attitude

Terms and Conditions

Salary - in the range £25-28k. Benefits of working for the College include 35 days holiday (including bank holidays) pro rata for part time appointments, the option to join a University pension scheme and one free meal whilst on duty and the kitchens are open, when the Kitchens are closed a meal allowance will be paid.

Working hours - 37.5 hours per week (normally 8.30 to 5pm with 1 hour lunch break). The appointee may need to work longer hours, particularly during the examination period including some Saturdays. Some flexibility is expected in a post at this level to cope with fluctuations in workload and unexpected events. For extended periods of out-of hours working time off in lieu is granted. All Bank holidays during term time are working days and time-off in lieu is granted; no annual leave can be taken during term time or examination periods.

Applicants must be eligible to work in the UK.

To apply for this position, please complete an application form and equal opportunities monitoring form, available from <http://www.lmh.ox.ac.uk/about-lmh/jobs> and send this by email to recruitment@lmh.ox.ac.uk, or post to the HR Office, LMH, Norham Gardens, Oxford, OX2 6QA.

A principal aim of this College's Equal Opportunities Policy is to ensure that in the recruitment, selection, training, appraisal, development and promotion of employees, the only consideration must be that the individual best meets, or is likely to meet, the requirements of the programme or course or post.

Lady Margaret Hall is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from

prejudice, intimidation and all forms of harassment, including bullying. We seek to ensure that no-one suffers, either directly or indirectly, as a result of discrimination.

Lady Margaret Hall has a range of family friendly policies.

The closing date for receipt of applications is noon on Monday 26th February 2018.

Issued by the HR Office

February 2018