



CHRIST CHURCH
UNIVERSITY OF OXFORD

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Academic Skills Advisors

Job Title	Academic Skills Advisor (three positions available)
Location	Christ Church
Department	Academic Office
Salary	£28.06p/h (current rates)
Hours	Variable (maximum 16 hours per term (weeks 0-9))
Contract type	Casual (duration one year from 1 st October 2024, or as soon as possible thereafter, with the possibility of renewal)
Responsible to	The Academic Skills Advisors will work under the overall management of the Academic Registrar and under the regular supervision of the Academic Skills Coordinator
Works closely with	Welfare team and Academic Services team
Application deadline	Noon 09 September 2024
Vacancy reference	HT24_24

Overview

Christ Church seeks to appoint three individuals to act as Academic Skills Advisors to the College's undergraduate and taught graduate student body, forming an Academic Skills Support team under the supervision of the Academic Skills Coordinator and the Academic Registrar. They will be asked to provide up to 16 hours of academic skills sessions during term time (Weeks 0-9) to help Christ Church students to develop their academic skills. On occasion there may also be the opportunity to provide additional skills sessions during the vacations, subject to need and availability. They will be provided with specialist training. The support is not intended to replace tutorials or subject-specific advice, but rather to help students develop general academic skills such as time management, structuring of essays, managing stress, and planning revision.

Academic Skills Advisors are sought to work with students studying subjects across the Humanities, Social Sciences, MPLS and Medical Sciences Divisions. Applicants from all subject areas will therefore be considered. Subject spread will be considered during the selection process.

This post is an excellent opportunity intended to offer training and development to graduate students or postdoctoral researchers to develop experience of academic-related responsibility in a Higher Education setting and play a fulfilling role in a friendly college.



Academic Office

The Academic Office is responsible for providing administrative support for all areas of the College's academic functions, under the overall responsibility of the Senior Censor (an academic and College Officer whose role is similar to that of a Senior Tutor in other Oxford colleges), and the line management of the Academic Registrar. Whilst each member of staff has particular responsibilities, the Academic Office works as a team, with members assisting one another as the need arises and particularly at highly pressured points in the academic calendar. The Academic Skills Advisors will work closely with the Academic Services team within the Academic Office, which provides support for on-course student.

Main responsibilities

- To provide high-quality academic skills advice to undergraduates and taught graduates through group workshops offered to all such students, and individual/paired sessions for students referred by their tutors, members of the Welfare team or the Academic Office.
- To assist the Academic Skills Coordinator, the Academic Registrar and Academic Services team in developing and enhancing its range of academic skills resources, including videos and online resources.
- To keep the College informed of developments in academic skills initiatives and resources across the Collegiate University
- To raise the profile of the Academic Skills Support team, promoting their work to undergraduates and Taught graduates, and to College Tutors, in the context of the wider support offered to on-course students by the College's Academic Services team and contributing to the provision of a positive academic environment for all.
- To maintain (with the support of the Academic Services team) a record of the services and sessions provided throughout the academic year
- To signpost students to other sources of support according to their needs.

The above is not an exhaustive list of duties. Academic Skills Advisors may be asked to take on different tasks as required and as reasonably expected. All Academic Skills Support staff are expected to work collaboratively to support the overall work of Christ Church.

Person Specification

Applications will be judged only against the criteria which are set out below and on the basis of the College's need for support across the academic divisions. Applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

Essential criteria

You will be a matriculated graduate student at the University in 2024/25 who has completed their first year of study for a postgraduate degree at Oxford by Michaelmas Term 2024, or you will hold postdoctoral status at Oxford for the 2024/25 academic year. You will show understanding of and sympathy for College and University life and its structures, as well as for students, and will demonstrate evidence of the following qualities:

The ability to carry out the duties listed under 'Main responsibilities' above;

- The ability to communicate effectively in written English and to assist others in learning to do so



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- Willingness to work effectively and constructively independently and as part of a team
- Awareness of the academic skills required of undergraduates and Taught graduates at Oxford University, and of the challenges arising from the transition between secondary and Higher Education
- Sympathy with the values, ethos and objectives of a small, collegiate institution, and sensitivity to the needs of students from a diverse range of backgrounds
- Excellent interpersonal skills, and the ability to establish and develop relationships with a wide range of colleagues
- A flexible approach to work, with a cooperative and collaborative attitude, ensuring the Academic Office maintains excellent standards of service at all times
- Sound judgement and problem-solving skills
- Discretion and sensitivity with understanding of issues of confidentiality
- The ability to blend approachability with natural authority
- Commitment to promoting awareness and understanding of equality, diversity and inclusion (EDI).

Desirable criteria

- Relevant experience gained in a comparable role in Higher Education or a similar environment
- Experience in producing online support resources for undergraduates and/or Taught graduates.

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Terms and Conditions

Hours of work

Hours of work will differ on a weekly basis. Post-holders who require a work visa must ensure that the terms of their visa allow them to undertake the duties of the post. The post should call for no more than sixteen working hours per term; however, Christ Church is not obliged to offer you work at any time, and you are not entitled to a minimum number of hours of work per day, week or year. Anticipated hours are compatible with a Student Visa. Student Visa holders would need to alert the Academic Registrar if they risk exceeding this limit.

Training and development

Mandatory training for this role is as follows:

- Generalist safeguarding training
- Specialist training as follows:
 - Induction sessions which will take place on last week of September or first week of October
 - One session sitting in a session run by another trained member of the Academic Skills Support team
 - At least one session when a trained member of the Academic Skills Support team sits in on one of the Academic Skills Advisor's sessions.



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- Completion of the Preparing for Learning and Teaching at Oxford course offered in their department, faculty or division (see [Accredited programmes | Centre for Teaching and Learning \(ox.ac.uk\)](#)) All training sessions attended will be paid. The post-holders may also be asked to undertake other training from time to time.

The appointment will be conditional on confirmation of an enhanced DBS check.

How to Apply

Please apply using the online application form available at:

https://fas.chch.ox.ac.uk/fas_live/chchasa/ no later than the deadline of **noon 9 September 2024**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the Academic Registrar, stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience.
- CV, including the names and contact details of two referees (for postgraduate students one referee should be your supervisor). References will be taken up for the successful candidates.

Interviews

Interviews are expected to be held during the week beginning **16 September 2024**.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

If you have any questions regarding the application process, please contact academic.recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.