



MATHEMATICAL INSTITUTE
ANDREW WILES BUILDING

Job Description and Selection Criteria

Job title	Undergraduate Studies Administrator
Division	Mathematical, Physical and Life Sciences
Department	Mathematical Institute
Location	Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG.
Grade and salary	Grade 5: £32,108 - £37,338 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Undergraduate Studies Officer (Rosalind Mitchell)
Vacancy reference	186321
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Head of Department.

The role

Reporting to the Undergraduate Studies Officer, and working closely with three other Undergraduate Studies Administrators, you will be responsible for the administration of the Mathematical Institute's undergraduate programmes. The department has a large cohort of around 950 undergraduate students, split across four Joint Schools and two Mathematics degree programmes.

We are looking for an Undergraduate Studies Administrator to join our friendly and busy team to support our students and faculty. You will be an excellent communicator, take a proactive approach to work and be very well organised. You will be expected to work with minimal supervision, prioritising competing demands effectively and producing high quality work, whilst adhering to deadlines.

Flexible working

This is a full-time post, with typical office hours (although there might be the possibility for some flexibility on start and finish times). The successful candidate will be expected to be in the office at least 3 days a week during term, sometimes more, at the discretion of the manager. There may



be an option to work from home 3 days a week during the vacations, again at the discretion of the manager.

Responsibilities

The successful candidate will be expected to:

- To be the **first point of contact** for students and faculty, providing advice and guidance relating to undergraduate student matters.
- Manage **on-course administration**, including student induction; updating all course materials, including the virtual learning environment (Moodle), course synopses and handbooks; maintaining accurate University systems and internal database records; administration of coursework; dealing effectively with all course-related correspondence and organisation of course-related events.
- Support the **intercollegiate class scheme** to co-ordinate the allocation of tutors and teaching assistants to classes, including recruitment and induction of teaching assistants; dealing with queries from tutors, students and colleges; coordinating the arrangement of revision lectures and consultation sessions.
- Provide support to the Faculty Teaching Advisor and the Teaching in Training Scheme.
- Support the summer research project scheme, computational mathematics classes, open days, and compile and distribute the weekly student bulletin.
- To provide **specialist advice and guidance** to the Associate Head of Department (Education), the Academic Leads, and academic faculty on University Regulations, policy and practice relating to undergraduate taught student matters. You will need to use initiative to read and investigate, in order to answer varied and complex queries.
- Responsible for **Part B examinations** and assist with the co-ordination of aspects of the examination process across all undergraduate examinations including, liaising with Exam Schools; advising Chairs of Examiners on University policies and course regulations and servicing exam board meetings; recruiting and inducting assessors, checkers and markers; co-ordinating script delivery and collection; ensuring accurate mark entry and record-keeping.
- Organise events for **Mathematics and Philosophy** such as the first-year induction and the options party.
- Update the Mathematics and Philosophy course handbook, examination conventions and regulations.
- **Service committees**, including preparing the agendas and papers, preparing minutes and following up on actions as required. Examples include the Joint Committee for Mathematics and Philosophy and the Joint Consulting Committee for Undergraduates.
- Maintain **good relationships with University Academic Services**, including the Proctors' Office, Education Policy Support, Academic Records Office, as well as the MPLS Divisional Office and, where relevant, other departments involved in the delivery of the degree, ensuring timely information sharing and good lines of communication.

General:

- Maintain and improve information systems and appropriate record-keeping systems, to enable the collection and presentation of up to date and accurate information on a variety of matters in a timely manner.
- Keep up to date with University policy and regulation updates, maintaining awareness of communications.
- Responsible for room bookings within the department.
- Responsible for setting up Lecture Capture recordings for undergraduate teaching as required, editing recordings and releasing them to students as necessary.
- Cover for colleagues' absences as part of the Academic Administration team.
- Undertake any other tasks commensurate with the grade, as directed by the Head of Academic Administration or Head of Administration and Finance.

Selection criteria

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The Selection Committee for this process is expected to comprise;

- Brian Mackenwells (CDT Administrator)
- Rosalind Mitchell (Chair, Undergraduate Studies Officer)
- Emma Harte (HR Manager)

The University is committed to fairness, consistency and transparency in selection decisions. Members of the selection committee are aware of the principles of equality of opportunity, fair selection and the risks of bias.

If, for any reason, you have taken a career break, parental leave or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your experience may be reduced as a result.

Essential selection criteria

- A good general education to A-level standard or equivalent, with significant experience in administration in a busy office environment, preferably in higher education or a similar field
- Experience and a good understanding of general administrative practices and procedures
- Excellent organisational skills to collect, collate, store and disseminate information
- A flexible approach to tasks and the ability to balance demands, prioritising workload in an efficient and sensible manner in order to meet deadlines
- Excellent attention to detail
- Ability to understand regulations and explain them to others

- Ability to analyse office systems and recommend improvements
- Ability to deal with a wide variety of people including academic staff and students
- Excellent communication skills, both verbal and written
- Ability to deal with information of a confidential nature
- Ability to work as part of a team
- Good IT skills — experience of spreadsheets and databases, preferably within the Microsoft Office suite.
- A commitment to demonstrating respect, courtesy and consideration in interactions with members of the University community.

Desirable selection criteria

- Experience of academic administration in higher education would be an advantage.
- Experience of using Moodle and eVision.

Pre-employment screening

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

The Mathematical Institute

The Mathematical Institute, as Oxford's Department of Mathematics is known, is one of the leading mathematics departments in the world. Our mathematical research, impact and environment have twice been ranked first in the UK, in the 2021 and 2014 Research Excellence Framework exercises, a government review of research in all UK universities. The Mathematical Institute is the focus of research into both fundamental mathematics and its applications, and our inclusive nature and overall size are key factors in the provision of an outstanding research environment for our members. The large number of faculty, postdocs and students in the Mathematical Institute, all supported by excellent facilities, allows us to maintain a critical mass in research groups encompassing a wide spectrum of mathematics, while our integrated nature fosters collaboration between fields. We also host a large number of academic visitors. Our web pages (www.maths.ox.ac.uk) provide comprehensive information about all of our activities.

The research activities of the Institute as a whole can be gauged from the web pages of the research groups and centres within the Institute (www.maths.ox.ac.uk/research). The range of our research interests is well reflected by the profile of our faculty as listed at www.maths.ox.ac.uk/people. Many members of the Institute have received prestigious prizes and other special recognition for their work; some recent examples can be found at www.maths.ox.ac.uk/news.

The Mathematical Institute moved into the purpose-built Andrew Wiles Building in the University's Radcliffe Observatory Quarter in September 2013. As well as providing offices for all staff and graduate students, it houses a range of other facilities available to members of the department, including the Whitehead Library, a large range of meeting rooms, teaching spaces, lecture rooms, and social spaces, and a small laboratory for carrying out table-top experiments. For more information, see www.maths.ox.ac.uk/about-us.

Teaching is central to the life of the Mathematical Institute and we have around 900 undergraduates on course, some on joint courses with other departments. We teach around 250 students each year across five taught master's degree courses, and have over 250 doctoral students in residence at any one time. Our doctoral programme always attracts the best research students from across the world, and we have a broad mentoring and training programme.

The Mathematical Institute strives to ensure that all staff and students are given the opportunities and support they need to achieve their potential. We are committed to equality of opportunities and to advancing women's careers. We support staff returning from long-term absence with teaching relief, offer flexible working arrangements, and the department sponsors University nursery places to support the priority allocation of childcare to our staff. Further information about family support can be found below under University Benefits, Terms and Conditions. Our [Equality, Diversity & Inclusion Committee](#)¹ contributes to many aspects of our work.

As part of the department's commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and ethnic minorities.

We have a number of family-friendly policies, such as the right to apply for flexible working, hybrid working, and support for staff returning from periods of extended absence. We are committed to ensuring an inclusive interview process and will reimburse up to £250 towards any additional

¹ The Mathematical Institute was a founding supporter of the London Mathematical Society's Good Practice Scheme (www.lms.ac.uk/women/good-practice-scheme). We have held an Athena SWAN Silver Award since 2016.

care costs (for a dependent child or adult) incurred as a result of attending an interview for this position, which may not be applicable if the interviews are held remotely.

For more information on the Mathematical Institute, please visit: www.maths.ox.ac.uk

We proudly hold a departmental Athena SWAN Silver Award and an institutional Race Equality Charter Bronze Award.

The Mathematical, Physical, and Life Sciences Division

Oxford is widely regarded as one of the world's leading science universities, and the University's Mathematical, Physical and Life Sciences (MPLS) Division sits at the heart of this reputation. It offers an outstanding environment for research, teaching, and innovation across the mathematical, computational, physical, engineering, and life sciences. As one of the four academic divisions of the University of Oxford, encompassing nine academic departments, a Doctoral Training Centre and Begbroke Science Park, it provides a collaborative, interdisciplinary community with a vibrant network of leading researchers and educators.

The division's research outputs, environment, and impact are consistently recognised at the highest levels, both nationally and internationally. MPLS departments regularly appear at the top of global league tables, including the Times Higher Education and QS World Rankings. Our strong performances in the UK Research Excellence Framework in both 2014 and 2021 also highlight the quality and impact of our work. These achievements reflect not only our academic excellence but also the strong networks we foster—with industrial partners, policymakers, and global research institutions.

Our vibrant research environment continues to evolve with major new investments in infrastructure. The Life and Mind Building, the University's largest-ever building project, is now close to completion/opened in 2025. It provides purpose-built facilities for the Departments of Experimental Psychology and Biology in inspiring spaces designed to foster collaboration and brings together researchers working on some of the most pressing questions in life sciences and human behaviour. The striking new Andrew Wiles Building houses our Mathematical Institute next to the Schwarzman Humanities Building, and the Beecroft on the edge of University Parks has provided a transformative home for our physicists. Current plans include significant investment to expand our interdisciplinary research and innovation support facilities at Begbroke Science Park and to transform Osney Mead, to the west of the city centre, into a dynamic innovation district, further strengthening Oxford's position as a world leader in science, technology, and enterprise.

MPLS provides a supportive and inclusive environment for academics at every career stage, from all over the world. The Division has a strong tradition of securing prestigious fellowships and supporting researchers as they progress to leadership roles. We are proud of our diverse community and every department holds an Athena Swan Award.

For educators, Oxford's tutorial system offers an unparalleled opportunity to engage with talented students and contribute to one of the world's most respected teaching systems. The division plays a central role in shaping the future of science through its graduate programmes, with over 3,500 postgraduate students receiving rigorous training and mentorship across MPLS departments.

For more information about the MPLS Division and the dedicated professional support it provides to academics across the sciences, please visit: <http://www.mpls.ox.ac.uk>

How to Apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the **closing date stated in the online advertisement**.

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post. Before applying for this post, you are advised to read the [Internal Mobility Principles](#). The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s). If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job recruitment@.aths.oc.ax.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being an inclusive institution where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment, progression within employment and retention will be determined according to personal merit and the duties and requirements of the post. In all cases, the primary consideration will be the ability to perform the job.

Our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and freedom of speech, as stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for [sustainable travel](#) and other discounts. Staff can also access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/thriving-at-oxford>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See [Life in Oxford | Oxford University Jobs](#)

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>