



UK

## Job Description

### Programmes Assistant – Undergraduate Programmes

- Full-time, permanent
- Campus: Oxford City Centre (OX1)
- During term time: office based 5 days per week
- Out of term time: hybrid
- Pay Range: £26,000 – £28,000 p.a., based on experience
- Pension scheme, Private Health, Income Protection and extremely generous annual leave allowance, Cycle-to-Work, Cafeteria on site, and others
- Start: March 2025

#### Reporting Line

Head of Undergraduate Programmes, Principal

#### Purpose

Provides support to the Head of Programme in all aspects of the organisation, delivery, and management of programmes, and the welfare of all students

#### Main Duties

- performs general secretarial and administrative tasks
- communicates, on behalf of the Head of Programme in a timely, efficient and professional manner, with a wide range of stakeholders including students, lecturers, colleagues and suppliers both in the UK and abroad
- maintains administrative interface with other departments/services and counterparts on other campuses (France, IRE, UAE)
- manages the administration of adjunct lecturers' and invigilators' recruitment and payments
- prepares and keeps up-to-date schedules of lectures, timetables, examinations, etc.
- assists with the organisation of inductions, exams, re-sits, site visits
- administers students' absences
- performs various other administrative tasks in relation to training programmes
- liaises with the School's support services (admissions, inclusion, etc.)
- attends meetings and exam boards
- assists with the organisation of accommodation and transport for adjunct lecturers and others
- prepares student packs
- performs any other necessary duties as assigned

#### SKILLS AND COMPETENCES

- previous administration experience
- proficiency in English and French (both written and spoken)
- excellent communication and interpersonal skills (front office, e-mail, telephone, ...)
- computer literacy: good working knowledge of Word, Excel, PowerPoint and Outlook

- excellent attention to detail
- excellent organisational skills
- ability to multi-task and remain calm under pressure

Please send your application to [recruitmentoxford@em-normandie.co.uk](mailto:recruitmentoxford@em-normandie.co.uk)