**Job title** | Student Liaison Coordinator  
**Division** | Social Sciences Division  
**Department** | Education  
**Location** | 15 Norham Gardens, Oxford OX2 6PY  
**Grade and salary** | Grade 6: £14.80 per hour  
**Hours** | Variable hours (atypical hours from week to week)  
**Contract type** | Fixed term for 1 year (Michaelmas, Hilary and Trinity term up to a total of 168 hours over the year)  
**Reporting to** | Director of Doctoral Research  
**Additional information** | This vacancy is for **INTERNAL STUDENT APPLICANTS ONLY** to commence in their second year of doctoral study, therefore first year applicants welcome. The post is offered on the condition that student status is maintained throughout the role.

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**The role**

This role provides for approximately seven hours of paid work per week during Michaelmas, Hilary, and Trinity terms up to a total of 168 hours over the year. These hours can be worked flexibly over each term, as mutually agreed between the post holder and the Director of Doctoral Research. There will be some work required over the summer in relation to Admissions.

The Student Liaison Coordinator, normally in their second year of doctoral study, should be willing to offer informal advice to students, to broker links between students and academics, and have an interest in graduate student welfare.

**Responsibilities**

- Help to organise professional development, networking, research training and career advice opportunities for Doctoral and Masters Students.
- Develop student identity and community through social events.
- Collate and publicise teaching opportunities open to doctoral students.
- Support the Higher Degrees Office as appropriate, through participation in the online admissions fora, end of term functions, etc.
To give support in the induction week.

To liaise with the Faculty of Education, University of Cambridge to organise the annual Oxford-Cambridge Exchange

To support the organization of the STORIES conference

Meet regularly with the Director of Doctoral Research, and occasionally with the Director of the MSc Education pathway and the Director of the MSc ALSLA to discuss issues of common concern, representing the concerns of students, and suggesting changes/improvements to the role.

Selection criteria

Due to the nature of the internal opportunity you must be a Doctoral student with the Department of Education

Experience of organising events for large groups

Experience of leading seminars

Excellent organisational skills

Enjoys working with a diverse range of people

Self-motivated, enthusiastic and well organised

Ability to work on own initiative, consulting relevant parties as and when required

Knowledge of the needs and expectations of students in higher education

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. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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

Social Sciences Division

The University’s academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Roger Goodman, who is a member of the University’s Council.

The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-diisional unit. (These are as follows: Law, the Said Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School.) Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford’s most widely recognised teaching programmes,
such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the internationally regarded PGCE.

For more information please visit: [http://www.socsci.ox.ac.uk/](http://www.socsci.ox.ac.uk/)

**Department of Education**

Oxford University Department of Education is a research-led Department, carrying out research which is of relevance not only to academics in the field of Education and related disciplines, but also to teachers, teacher educators, other education professionals, and policy makers. Its policy of developing both depth and breadth of research expertise remains central to successfully maintaining and enhancing our position as an internationally recognised centre of outstanding research. The 2014 Research Excellence Framework evaluation placed the department as the leader for education research in the United Kingdom.¹ We have a world class reputation for research, as illustrated by our publication and funding portfolio, indicators of international and national academic leadership, research prizes, and commitment to mobilising research for the improvement of policy and practice and the benefit of children, parents, and communities. The department has a highly fertile research environment, with around 100 books published since 2010 and over 150 research seminars convened each academic year. All full-time members of academic staff are active researchers.

We have approximately 70 full-time and part-time teaching and research staff, 30 full-time and part-time administrative and professional staff, and around 525 students, of whom 182 were studying part-time.

Research in the Department is organised around three broad Themes: (i) Language, Cognition and Development; (ii) Policy, Economy and Society; (iii) Knowledge, Learning and Pedagogy. Each Theme consists of a cluster of Research Groups and affiliated Centres. All academic and research staff are attached to one or more research groups and research students are active in the groups. The research groups provide a forum for discussion of research ideas and articles in progress, to obtain critical commentary on current projects, and to plan new studies with colleagues. The externally-funded research centres are formally established units, organised around a coherent research plan and include OUCEA (The Oxford University Centre for Educational Assessment), SKOPE (Research Centre on Skills, Knowledge and Organisational Performance), The Rees Centre for Research in Fostering and Education and EMI (English as a Medium of Instruction). Our doctoral students make an excellent contribution to the research environment; there is an intake of just over 20 students per year.

Over the last 15 years, the Department of Education has grown in size and shape. We currently offer the following courses:

- MSc in Education with 5 different pathways: Comparative and International Education; Higher Education; Child Development; Learning and Technology; Research Design and Methodology

¹ [http://results.ref.ac.uk/Results/ByUoa/25](http://results.ref.ac.uk/Results/ByUoa/25) and [http://www.timeshighereducation.co.uk/features/ref-2014-results-by-subject/2017594.article](http://www.timeshighereducation.co.uk/features/ref-2014-results-by-subject/2017594.article)
The PGCE is a one-year teacher training programme for over 190 graduates delivering secondary trained teachers in nine key subject areas (English, Geography, History, Mathematics, Physics, Chemistry, Biology, Modern Foreign Languages and Religious Education). It is undertaken in close partnership with local secondary schools. The course has an international reputation for the quality of its work and in the most recent Ofsted inspection it was awarded the highest grade (Outstanding) in all categories for every subject and for management and quality assurance. At Masters Level there are two full-time courses: MSc Applied Linguistics and Second Language Acquisition and MSc Education in total admitting around 80 students each year. There are three part-time courses: the MSc in Learning and Teaching (MLT) is a two or three year combination of face-to-face teaching and online support for serving teachers and had 142 students in 2016/17. The Masters in Teaching English Language in University Settings (TELUS) is a two-year part-time distance learning course for lecturers teaching English within higher education institutions internationally, and the Masters in Teacher Education (MTED) is aimed at those employed as academics, teachers, and teacher educators worldwide who are involved in teacher education.

The doctoral programme (DPhil) has over 100 registered DPhil students, including 12 part-time, researching in a diverse range of areas. Education is a recognised Pathway in the ESRC Social Sciences Doctoral Training Partnership (DTP) and between 2010/11-2015/16 very successfully received 25 ESRC studentships through this route. The students are also responsible for the highly successful annual graduate conference, STORIES, which is now attracting an international audience and had over 100 participants last year. Overall the Department is now one of the three largest centres in the UK for full-time postgraduate study in the field of education.

Further information about the Department and its staff, courses and research activities please visit: www.education.ox.ac.uk/

See in particular our Annual Reviews at http://www.education.ox.ac.uk/about-us/department-reviews/

How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, please submit your CV and a cover letter outlining why you are suitable for this role along with a supporting letter from your supervisor to Kyra Smith, no later than the advertised deadline. The cover letter should explain how you meet 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 provide details of two referees and indicate whether we can contact them now.

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

All applications must be received by 5pm on the closing date stated in the advertisement

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University’s policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

Form 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 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.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool.
Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.

See: [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.ox.ac.uk/)

The University of Oxford Newcomers’ Club

The University of Oxford Newcomers’ Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/)

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

Family-friendly benefits

The University subscribes to My Family Care ([www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)) and staff is eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/)

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University’s colleges and the Botanic Gardens as well as a range of discounts. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)