



St Antony's College

University of Oxford

Appointment of Administrator for the North American Studies Programme

Casual hourly-paid post – variable hours

£9.50 per hour

Further Particulars

1. Introduction

St Antony's College was founded in 1950, through the generosity of Antonin Besse, a French entrepreneur who, from his base in Aden, had established a trading empire in Arabia and North East Africa. His admiration for the independence of Oxford University and its emphasis on the individual led him to found the first international Graduate College there. It was named after St Antony of Egypt, the founder of ascetic monasticism in the deserts where Besse had prospered.

St Antony's chosen field is the interdisciplinary study of the modern history, politics, international relations, economics, sociology and culture of the regions of the world. It provides an informal and multicultural environment for advanced research and postgraduate education and has become the leading European centre for international studies, competing with the best graduate schools in the United States and adding a uniquely European viewpoint to its international vision.

Like other Oxford colleges, the College is an independent self-governing institution. Its Governing Body consists of around 40 Fellows and is chaired by the Warden. The Fellows are distinguished scholars in their chosen fields and most of them hold senior academic posts in the University. Each conducts his or her own research programme. Almost all of them supervise postgraduate students from St Antony's and other colleges and some teach undergraduates as well. They also take part in University and College administration.

2. Academic Life: Centres, Students and Visitors

St Antony's is one of the seven colleges of the University of Oxford which admit graduate students only. It is the most international of the University's colleges both in the composition of its student body and in its concentration on international studies.

The College has seven regional centres which cover Africa, Asia (except Middle East and Japan), Europe, Japan, Latin America, the Middle East, and Russia and the rest of the former Soviet Union. Most of the Centres are housed on the College's campus in converted Victorian houses.

St Antony's has around 500 postgraduate students working on taught master's courses and research-based doctorates. Membership of the College is itself an important educational experience for the students. Coming from more than 70 countries, they learn from each other's experience and broaden their understanding of the world. They also benefit from the experience and scholarship of the hundred or more senior visitors whom St Antony's welcomes each year. In addition to world-renowned scholars, these include businesspeople, politicians and government officials. World leaders often come to speak at the College.

3. North American Studies at Oxford

This new programme is designed to explore and develop the ways in which existing research and teaching at Oxford can be brought to bear on three main areas: the common problems and issues which transcend national boundaries in North America, the interrelationships among the states and societies of North America, and the relationship of the continent to the external world. North America is defined as the territory from the Arctic to the Isthmus of Panama and including the Caribbean islands. The research objectives and outcomes are to study North America as a region in a way that is integrated and cohesive, which crosses disciplinary boundaries, and which looks at differences and similarities across the continent in key areas. The programme further sets out to examine the internal relations of the countries and peoples of North America and the relations of the whole region across the Atlantic with Europe and also with other regions such as Latin America and Asia. The approach is interdisciplinary, drawing on the insights and methodology of history, economics and politics initially but also considering cultural, material and social issues. The programme's first phase of five years is intended to lay the foundations for a continuing investigation of the region by identifying expertise in Oxford and creating a series of seminars to bring a focussed approach to specific topics and issues.

4. Administrator for the North American Studies Programme - Job Description

Post: Administrator for the North American Studies Programme

Reporting: To Dr Hal Jones, Senior Research Fellow in North American Studies

Hours: Variable hours to be agreed with Dr Hal Jones

Pay: £9.50 per hour (this includes pay in lieu of paid leave)

Duties to include the following:

- dealing with mail, email and telephone enquiries;
- posting information on North American Studies webpages and keeping them up-to-date.
- publicity by email, hard copy and websites;
- booking catering, accommodation and seminar rooms, making travel arrangements;
- dealing with travel claims and accommodation invoices;
- liaising with speakers and other seminar or conference participants;
- producing conference documents, badges and packs;
- helping as required during conferences and seminars and arranging student help as required;
- assisting with management of budget, producing financial statements after seminars and conferences;
- maintaining stationery supplies and office equipment consumables;
- maintaining and updating filing systems on computer and in filing cabinets;
- keeping email lists and databases up-to-date;
- achieving awareness of health and safety requirements and providing the College with updates of hazards;
- giving any assistance required to Fellows, Senior Members, staff and students;
- producing draft reports for the College Record and for other purposes as required;
- any other tasks agreed with Dr Hal Jones as may be necessary.

5. Person Specification

- A high degree of self-motivation and the ability to work alone and with minimal supervision;
- Ability to be well-organised and to manage and prioritise own workload;
- Skill in use of Microsoft Office including Word, Excel and Access, including ability to set up and manipulate Word tables and simple spreadsheets and databases;
- Good typing skills;
- Good command of oral and written English;
- Good level of numeracy;
- Ability to liaise with a wide range of people within and outside the College;
- Ability to be pro-active in implementing procedures and organising events;
- Flexibility and tact;
- Initiative and reliability.

6. Application procedure

Applications should reach Margaret Couling, College Registrar, St. Antony's College, **no later than 5pm on Monday 13th February 2012**. Late and/or incomplete applications will not be considered.

Applications should be sent by e-mail to registrar@sant.ox.ac.uk and must include:

- (1) a covering letter explaining how the experience and qualifications of the applicant relate to the further particulars of the post;
- (2) a *curriculum vitae*;
- (3) completed application summary sheet which should be downloaded from the College website: <http://www.sant.ox.ac.uk/people/vacancies/>.

Interviews will be held on **Tuesday 28th February**.

At the interview short-listed candidates will be asked to explain why they have applied for the job and how their experience and skills fit them for it.

He/she may be asked to complete a confidential health questionnaire.

7. Contact Details

For further information please contact Margaret Couling.

Margaret Couling
College Registrar
St Antony's College
62 Woodstock Road
Oxford OX2 6JF
registrar@sant.ox.ac.uk
01865 284722