

## ACADEMIC DELIVERY TEAM DEPUTY

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### **About Us**

Oxford Summer Courses was founded by a network of Oxford alumni, who were determined to share the magic of the university and the city with the wider world. Since 2010, we have expanded around the world, and are one of the fastest growing education companies in the UK and Europe.

### **About the role**

Oxford Summer Courses are looking for a reliable and professional individual to work with us as a **Academic Delivery Team Deputy**. The Deputy will have a vital role during our summer programmes and will help with the planning and coordination of all aspects of the academic delivery on the course. This is a fast-paced role supporting the academic team, tutors, students and on-course staff during the summer. The Deputy will need to be calm under pressure, methodical in their approach to working and a team player.

### **You could be**

- Deputising and support the Academic Delivery Team Manager.
- Coordinating a team of assistants to support the Academic team by timely delivering teaching equipment and resources.
- Representing the Academic team on site during the working week, ensuring all tutors, students and classrooms are prepared and equipped.
- Supporting the Academic team in the production and collation of academic timetables, teaching resources and equipment.
- Organising and leading regular check-ins with your team to monitor the smooth running of all tasks.

### **Practical details**

- Start : March/April - August 2019.
- Full time fixed term contract.
- Accommodation and travel expenses not included.
- Position available in Oxford.



### **About You**

- Reliable - able to commit to a full working week.
- Able to confidently and proactively manage a team.
- Highly motivated, energetic, positive
- A flexible approach to work and hours of work undertaken is essential.
- Able to remain calm under pressure and to defuse potentially difficult situations.
- Excellent communicator with students, colleagues, and external clients.
- Attention to detail, organised and thorough.
- Outgoing and confident.
- Smart and presentable.

### **Application**

[Please complete the online application form](#), specifying what role you would like to be considered for. If you have any questions regarding recruitment, please email [recruitment@oxfordsummercourses.com](mailto:recruitment@oxfordsummercourses.com)

**DO NOT SEND IN A CV AND COVERING LETTER. YOUR APPLICATION WILL NOT BE CONSIDERED.**

### **Disclaimer**

Please note that only successful applicants will be contacted and that no terminology in this advert is intended to discriminate on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and abilities to perform the duties of the job.

Oxford Summer Courses is committed to safeguarding and protecting children. We check references and undertake enhanced Disclosure and Barring Service (DBS) checks to ensure all our staff are suitable to work with children.