

DELIVERY ASSISTANTS

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 during our summer programmes and help with all aspects of the delivery of the course. This is a multi-departmental role and could include a varied workload, such as supporting the academic team, logistics and marketing. This role demands someone who is calm under pressure, a quick thinker and able to communicate and work in a team.

You could be

- 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.
- Working within the Head Office team preparing welcome packs, marketing materials and assisting on arrivals and departure days.

Practical details

- Start : June - August 2019
Full time fixed term contract.
- Accommodation and travel expenses not included.
- Positions available in Oxford, Cambridge and London.



About You

- Reliable - able to commit to a full working week, including possible weekend work over the summer.
- Highly motivated, energetic, positive- you will be on your feet for most of the shift.
- 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

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.