

COURSES COORDINATOR

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

As a Courses Coordinator you will be the first port of call for the Course Directors and their questions relating to the course. You may liaise with several Course Directors over the summer ensuring that all aspects of the courses they are leading are ready for them to deliver.

You will need to deal with any problems or incidents in a efficient and manner and plan in advance, being prompt in escalating to the Head Office team. You'll be able to communicate effectively at all levels, be flexible and able to react to an ever-changing environment.

You could be

- Supporting on course staff, making sure they are up do date with their course timetable, bookings, trip organisation, and restaurants.
- Confirming transport arrangements for trips and visits.
- Working alongside the marketing department to ensure that Oxford Summer Courses marketing requirements are met by the Course Directors.
- The first port of call for Course Directors and all questions they have relating to their programme.

Practical details

Start : June - August 2019. Potential for a March start.

- Full time fixed term contract.
- Accommodation not included.
- Positions available in Oxford and Cambridge and London, specify when applying.



About You

- Fanatical about delivering exceptional service.
- Highly organised and excellent attention to detail.
- Ready to roll your sleeves up and lead by example.
- Excellent communication skills (email, phone and face to face).
- Highly motivated, energetic, positive - your work will be varied and you will be busy
- Friendly and approachable manner.

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.