

<b>Job title</b>	Visiting Student Programme Director
<b>Department</b>	Academic
<b>Location</b>	Mansfield College, University of Oxford, Mansfield Road, Oxford, OX1 3TF
<b>Grade and salary</b>	£19,330–£21,359 per annum
<b>Hours</b>	Part-time: 7 stipendiary hours per week
<b>Contract type</b>	Permanent (from 1 October 2025) after six months' probation
<b>Reporting to</b>	Senior Tutor
<b>Liaison with</b>	Senior Tutor, Academic Registrar and Director of Admissions, external stakeholders, College Accountant, HR, and Development Director

### The Programme

Mansfield College's Visiting Students Programme welcomes students selected on academic merit from a competitive pool of internationally renowned institutions across the world. This programme offers these students the opportunity to be part of our world leading institution, and most study at the College for three terms (though occasionally a two-term offer can be made).

Those selected for the Visiting Student Programme enjoy an academically rich experience, with each visiting student receiving small group (or one-to-one) teaching in their chosen subject. Registered visiting students are formally recognised by the University of Oxford, allowing them access to lectures, libraries, membership of the Junior Common Room, and access to societies and sports clubs.

The University of Oxford does not award a degree or other qualification for time spent as a visiting student. However, Mansfield College provides a formal transcript as a record of achievement.

### The Role of the Visiting Student Programme Director

The primary role of the Visiting Student Programme Director is to ensure the recruitment, tuition, and care of the number of qualified visiting students specified by the College. The responsibilities will include the arrangement of their individual courses of study, pastoral care, social welfare, integration into the College, the resolution of any academic problems, and co-ordination with the home universities from which they come.

Additional responsibilities will include the oversight of academic reports both to the home universities and the College's own committees, and the development and maintenance of relationships with home universities and study abroad programmes. The post holder will seek the advice of, and liaise with, the Senior Tutor, the Bursar, the Director of Development, and the Dean on matters relating, respectively, to academic aspects of the role, financial matters, the College's development activity, and pastoral or disciplinary issues.

The post-holder will need a good understanding of academic and student life, but the role is an administrative and pastoral one, ensuring that our well-regarded Visiting Student Programme is run effectively, and that the best available tuition and support is offered to our visiting students.

Given the student-facing nature of this position, there will be an expectation of more concentrated periods of work during term-time. The primary place of work will be at the College site in Oxford, however occasional travel abroad may be required to visit universities and other institutions in the promotion of the Visiting Student Programme.

### **Primary responsibilities of the Visiting Student Programme Director**

- Oversee the recruitment of visiting students each year and report on this to the Academic Tutors' Committee
- Liaise with tutors to arrange teaching (two courses per term) for each student
- With support from the Academic Registrar, make necessary arrangements to accommodate specific student needs, including, for those with a disability, appropriate provision of access to university buildings and College amenities, and all necessary support and assistance
- Ensure the programme is compliant with all relevant College and University policies, including immigration requirements, disciplinary procedures, and welfare and equality policies
- Provide pastoral support as necessary for visiting students in liaison with the Wellbeing and Welfare Lead and the Tutor for Academic Support, and manage any disciplinary issues that may arise (liaising within subject tutors, the Dean, and Junior Deans)
- Liaise with Junior Deans and Junior Common Room officers to promote the integration of visiting students into college life – this is especially important for those arriving after the start of the academic year
- Meet and correspond with academics and support staff from students' home institutions
- Review each report provided by each tutor for every visiting student
- Meet with representatives from partner institutions (mostly from the USA)
- Establish new contacts and links with partner institutions
- Liaise with the Senior Tutor to develop summer school opportunities
- Respond to queries (such as requests for letters of recommendation) from VSP alumni
- Document processes and report to Governing Body as required

### **About Mansfield College**

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 250 undergraduates; this relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College.

Mansfield is one of Oxford University's most exciting, open and forward-thinking Colleges. Proud of its non-conformist history – the College was originally founded to provide theological training for 'dissenting' ministers of the church – today the College teaches a wide range of subjects across many disciplines, and is model for access to higher education, and exemplifies how social and intellectual diversity enriches an academic community.

We think that Mansfield is everything an Oxford college should be in the twenty-first century: historic, beautiful, centrally located in the city, and a leading light on widening access to Oxford University. After two decades of pioneering outreach work, the College today has the highest intake of undergraduates from state-funded schools in the UK; from disadvantaged backgrounds; and one of the most diverse communities of all the Oxford colleges in terms of the social, educational

and ethnic backgrounds of its students. At the same time as remaining true to its founding principles of freedom of conscience and educational access, the College is rightly proud of its strong academic results (top 5 of all the Oxford colleges in 2018/19).

The College offers a rich and exciting range of extra-curricular activity – from drama, play-readings and music, to creative writing and visual arts, to sports and discussion groups – and has a thriving Junior Common Room (for undergraduate and visiting students) and Middle Common Room (for graduate students). The Principal arranges free public talks by a wide range of high-profile speakers every week, and these attract visitors from across the University and the City.

The College is also home to the Bonavero Institute of Human Rights, within Oxford University's Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018. The Institute is a perfect reflection of the spirit of the College: plural, broad-minded, and respectful of the dignity and worth of all.

Mansfield's Principal, Helen Mountfield KC, is an internationally renowned constitutional, administrative, human rights and equality law specialist. As one of the UK's leading KCs, she has argued cases in the Supreme Court and European Court of Human Rights.

In 2021, Mansfield was recognised as a university College of Sanctuary by the UK charity City of Sanctuary, after demonstrating an ongoing commitment to nurturing a culture of inclusivity and awareness on campus for those seeking sanctuary (which includes refugees and asylum seekers), as well as in the wider community.

Detailed information about Mansfield College may be found at [www.mansfield.ox.ac.uk](http://www.mansfield.ox.ac.uk).

## **SELECTION CRITERIA**

### **Essential selection criteria**

- An academic background, including a doctorate (familiarity with core Humanities/Social Science subjects popular for study by Visiting Students would be an advantage)
- Familiarity with academic administration, admissions assessment, and reporting
- Experience of providing academic and welfare support to undergraduates
- Interest in engaging actively with the visiting students, to integrate them into the College community and foster their love of learning
- Understanding of the US higher education system (and readiness to familiarize themselves with other international education systems) to recruit and assess candidates for study
- A vision and strategy for promoting the Mansfield Visiting Student programme with US and other international universities
- Ability to work cooperatively with other colleagues, including those in the Academic Office and College Development Office, as well as academics within both the College and the wider University
- Ability to represent the College to senior academic and administrative staff in partner institutions, together with a willingness to travel to US universities where necessary and host US partners in Oxford



## HOW TO APPLY

The closing date for this position is **Friday 2<sup>nd</sup> May at 12pm**.

If you would like to apply, please upload your CV and a covering letter or supporting statement as PDF files via our website: [Work for Us – Mansfield College](#)

For enquiries or an informal discussion regarding this post, please contact the Senior Tutor, Helen Lacey, at [senior.tutor@mansfield.ox.ac.uk](mailto:senior.tutor@mansfield.ox.ac.uk).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in this job description. As part of your application, you will be asked to provide details of two referees and to indicate whether we can contact them at shortlisting stage.

All applications must be received by 12 midday UK time on the closing date stated.

### If you need help

For general enquiries on how to apply for the role, please email [vacancies@mansfield.ox.ac.uk](mailto:vacancies@mansfield.ox.ac.uk).

Please note that correspondence on application progress will be via email. Please check your spam/junk mail if you do not receive an email.

## TERMS & CONDITIONS SUMMARY

**Appointment:** This is a part-time, permanent post working 7 stipendiary hours per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation, satisfactory references, and a satisfactory DBS check.

Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

**Probationary period:** There will be a probationary period of 6 months. Only after successfully completing this probationary period will the appointment be confirmed.

**Notice periods:** During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month.

**Standard checks:** If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right-to-work in the UK and proof of your identity. If we haven't done so already, we will contact the referees you have nominated.

## IMPORTANT INFORMATION FOR CANDIDATES

### Equal Opportunities

Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability. Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Mansfield.



Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application or whether you have a disability which may affect it. Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview if shortlisted for this position.

To comply with UK employment legislation, the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before starting work with the College. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

### **Data Privacy**

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see: [GDPR Framework | Mansfield College, Oxford](#)

## **Benefits of working at Mansfield College**

### **Annual leave**

College employees enjoy a generous annual leave package of 25 days, pro rata in year of joining, in addition to the College closure period (5 days at Christmas) and bank holidays.

### **Staff meals**

College employees can benefit from a free meal whilst on duty during normal operations. Meal times are always a welcoming opportunity to meet fellow staff. Some posts come with specific dining rights which will be outlined in the contract of employment main terms and conditions.

### **Pension scheme**

We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details will be provided on appointment.

### **Family-friendly benefits**

The College follows the University of Oxford's family leave schemes. With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. <https://hr.admin.ox.ac.uk/family-leave#/>

### **Other benefits**

Other benefits offered by the College include: free gym, swim and track access at the Iffley Road Sports Centre (with discounts for spouses and cohabiting partners); eye care subsidy for DSE users; subsidised bus pass and rail season ticket loans; an annual subscription fee for membership to a professional body; and an Employee Assistance Programme (EAP). Academic appointments usually also include membership of the Senior Common Room and associated dining rights.