

Weekly Round-Up, 23rd July 2015

** Any weekly round-up attachments can be found at the following link*

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1 Lectures and Events

Internal

1.1 Music and the Nordic Breakthrough: Sibelius/Nielsen/Glazunov 2015

Registration for this conference is now open at the following website:

http://www.oxforduniversitystores.co.uk/browse/extra_info.asp?compid=1&modid=2&deptid=120&catid=40&prodid=400

A full programme and details of the venue can be found here:

<http://nordicbreakthrough.wordpress.com/>

For further details, please contact Philip Bullock (philip.bullock@wadh.ox.ac.uk)

2 Calls for Papers

2.1 Rannsachadh na Gàidhlig 2016

The conference will take place at Sabhal Mòr Ostaig – Scotland's Gaelic College – in Skye, between the 21–24th of June 2016. The conference will be filled with lectures, book launches, debates and conversations with friends, conference excursions, food, drink and great ceilidhs ...

For the latest programme draft, see <http://www.smo.uhi.ac.uk/en/rannsachadh/rmag2016/>.

Registration for the conference will be opening after the summer, in September 2015.

Call for conference-paper abstracts:

They are now open to receive conference-paper abstracts on a wide range of research topics relating to Scottish Gaelic, for example literature, music, history, linguistics, folklore, language and cultural development, and so on.

Paper abstracts (and conference papers) can be in Gaelic or English.

Abstracts should be no more than 500 words in length and should be sent to rng@smo.uhi.ac.uk.

The deadline for the receipt of conference abstracts is the 29th of February 2016.

Abstracts will be reviewed by the RnG committee at SMO and the sender will be contacted within four weeks regarding the committee's decision on inclusion of the paper in the conference programme.

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3 Adverts

Jobs, Recruitment and Volunteering

3.1 Two Job opportunities for Graduates

TM International has 2 current job offers for graduates in modern languages who can be quickly operational in Paris. If you worked in an office in France during your year abroad, this first office experience will be much appreciated.

Salaries of 25 to 27K€ (gross annual).

Please send a one-page CV in French, and a brief email explaining your timing and motivation to work in an admin role in Paris, to recruitment@tmi-paris.com

1/ Bilingual Team Assistant in a legal organization - central Paris.

Contract type: Permanent

Company: A leading international institution that manages a number of worldwide legal cases. Our client is looking to recruit a bilingual assistant to work in one of its teams.

The post involves, but is not limited to, the following administrative tasks:

- Managing daily correspondence (typing up, layout, printing, sending faxes/mail/emails)
- Printing of mail and faxes
- Following up faxes/DHL
- Database management
- Preparing and formatting documents
- Creating model letters
- Preparing invoices, payments and reimbursements
- Telephone duties and taking messages
- Photocopies
- Filing and archiving
- Preparing certified copies

Profile

The ideal candidate would have the following profile:

- Bilingual English/French
- Organised
- Able to work autonomously and in a team
- Excellent sense of initiative
- Proficient in Microsoft Office (Word, Excel and PowerPoint)

2/ Bilingual Junior Assistant in a Financial Consultancy - central Paris.

Contract type: 6-month "CDD" – a September start would be acceptable.

Company: The client is the French subsidiary of a worldwide firm offering financial consultancy and asset management services.

This small office is thriving and therefore needs to take on a junior bilingual receptionist/assistant. The contract will be a 6-month CDD to handle to extra activity and could develop into a permanent role. It's to work alongside a delightful and perfectly bilingual and bicultural assistant recruited by TM a few years ago.

In the first place the tasks will be the following:

- Screening telephone calls, enquiries and requests
- Managing meeting rooms and internal meetings
- Meeting and greeting visitors at all levels of seniority, including VIPs
- Dealing with incoming and outgoing post /express deliveries
- Support in printing and binding presentations
- Arranging travel and accommodation (taxis, flights etc.)

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- Basic administrative tasks: filing, ordering supplies/group stationary/business cards/etc.

Profile

- The ideal candidate will have a native level of English (written and spoken) and have:
- Excellent command of French, both written and spoken
- Excellent presentation
- Proven organisational skills and ability to cope with a significant workload
- Remain calm under pressure and be able to multi-task
- Good knowledge of the Office package

3.2 French Tutor Required

Flexible Hours – In person or on Skype

French Tutor Required for final year undergraduate student at nearby University. Applicant should be a graduate or a PhD student and should have had previous experience in tutoring French to undergraduate students. References are essential.

Please contact Roger Grant on rgemail36@gmail.com

3.3 Bi-Lingual Recruitment Consultants - London

Vivid Resourcing are looking for bi/multi-lingual, ambitious and money-motivated graduates to join us in our offices in central London.

We are the fastest growing technology & engineering recruitment company in the UK, listed on the Virgin Fast Track 100 and the Sunday Times Best 100 Companies to Work For.

As a recruitment consultant at Vivid you will be generating your own business and managing your own specific sector within our industry spheres. As a foreign-languages specialist, you will be dealing with clients within one of the 52 territories we operate in. Develop your language skills to the next level, conversing on a daily basis with European business leaders. This level of responsibility is reflected in your earnings, with new starters averaging £35k – £50k in their first year.

No sales or recruitment experience is necessary and our training academy will give you the foundation to succeed in one of the most financially lucrative industries in the UK & Europe.

Your role will include business development, sales, negotiation and client relationship building. Once you make it through our training academy you will be ready to tackle high level business issues on your way to earning a six-figure salary. At Vivid the commission is uncapped and we have consultants that have been here 18 months earning 100k!

Ideal candidates will be:

High achievers – graduates that strive for excellence in everything they do. Fantastic communicators – this is a fast paces sales job and you'll need to be able to form strong relationships. Extremely competitive – the ability to outperform your competitors and peers is crucial. Driven & proactive – display the ability to go the extra mile and never give up.

On offer:

Uncapped commission – no limit on what you can earn as a consultant or manager. Comprehensive training scheme – one of the best on the market, preparing you not only for the mechanics of the job but providing the tools to reach your full earning potential. Career progression – with a fast-track management scheme and no upper limit on promotion, driven and ambitious consultants can work their way up to director positions in a matter of years. Monthly champagne lunches – if you hit your targets we'll take you to some of the best restaurants in the UK, no expense spared! 5* Holiday Targets – paid for 5* holidays to the likes of New York, Barcelona, Dubai and Amsterdam.

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If interested in this opportunity, please read the attached documents and send over your CV with a covering letter to this email address: alfie.lambert@vividresourcing.com

*** Please see item 3.3 attachments for further information:**

<https://weblearn.ox.ac.uk/x/ydNxtx>

<https://weblearn.ox.ac.uk/x/19IHfk>

Miscellaneous

3.4 Lighting upgrade in the Upper and Lower Stacks, beginning Monday 27th July

The lighting in the Upper and Lower Stacks of the Taylor Research Collection will be upgraded this summer.

The work is scheduled to begin on Monday 27th July and is due to last until early September. It should be completed by the time the library reopens after the closed week and St Giles' Fair on Wednesday 9th September.

The work has been planned so that disruption is kept to the minimum. Any operations that are likely to cause excessive noise will be carried out before 9 am, wherever possible. The lighting will be upgraded section by section, so that only a small number of bays are inaccessible to readers at any one time.

The Stacks will remain open to readers and library staff will be happy to fetch books from the bays that are out of bounds.

Work on the staircases will be carried out during closed week.

If you have any questions about the above, please contact the Operations Manager, Frank Egerton:
frank.egerton@bodleian.ox.ac.uk.

3.5 Association for Contemporary Iberian Studies Newsletter

July 2015 newsletter out now. Please see attachment.

*** Please see item 3.5 attachment for further information:**

<https://weblearn.ox.ac.uk/x/ozSmkx>

3.6 Call for Volunteers for Tuberculosis Vaccine Trial

The Jenner Institute are looking for volunteers to participate in a Phase I TB (tuberculosis) vaccine trial. If you are aged 18 to 55 and in good health, get in touch to receive more information.

Participants will be paid compensation for expenses and time put aside to take part.

01865 857406

VaccineTrials@ndm.ox.ac.uk

<http://www.jenner.ac.uk/tb035-registration>

The study will require several short visits to an outpatient clinic over 6-12 months. A response to this advertisement will be recorded, but carries no obligation to take part. If you volunteer, you can withdraw at any time from the trial. Your general practitioner will be informed if you take part in any study.

*** Please see item 3.6 attachment for further information:**

<https://weblearn.ox.ac.uk/x/RyEpUC>

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