

# **Weekly Round-Up, 28 June 2018**

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## **2 Calls for Papers**

### **2.1 6th International Scientific Interdisciplinary Conference on Research and Methodology**

Let us invite you to submit Session proposals to the 6th International Scientific Interdisciplinary Conference on Research and Methodology: Functional Aspects of Cross-Cultural Communication. Translation and Interpreting Issues which will be held at the Institute of Foreign Languages of RUDN University (People's Friendship University of Russia) on November 15th, 2019 in Moscow

If you are interested to be a Session organizer, please, submit your Session description (up to 500 words) by September 10, 2018 via our website: <http://conferences-ifl.rudn.ru>

Welcome to our conference!

## **3 Adverts**

### **Jobs, Recruitment and Volunteering**

#### **3.1 The Taylor Institution - Part-time Out of Hours Premises Assistant (Variable Hours)**

Please note that the closing date has been extended to midday on Monday 2 JULY 2018.

The Taylor Institution is the University's centre for the study of Modern European languages and literature, other than English. We are looking to recruit an out of hours part-time Premises Assistant to join our Premises Team.

You will work primarily at the premises lodge to provide out-of-hours cover in order to maintain security of the building and its operations. Security duties will include opening and closing the building when required and providing general invigilation. Your role will also include support for events and you will work with the library team to provide break cover and assist with basic library tasks as required.

You will have experience in dealing with the public and possess good communication skills. You will also be reliable, punctual and flexible as regards working hours, with the ability to work well independently and as part of a team. Previous experience in general security duties, maintenance and/or library work is desirable.

This is a permanent, variable hours post covering evenings, Saturdays and some weekday mornings, for around 7 hours per week as required. Working times may include 1 - 2 evenings per week (4.15 - 7.15pm), Saturdays (9.45am - 4.15pm) or weekday mornings (8.30 - 11.30am).

This role involves lifting and carrying parcels, boxes and equipment within the building, assisting with emergency evacuations and locking up.

Owing to the nature of this post, the successful candidate will be required to undertake a basic DBS check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

You will be required to upload a supporting statement as part of your online application. Your supporting statement should list each of the essential and desirable selection criteria, as listed in the job description, and explain how you meet each one. CV's will not be considered.

Only applications received online by 12.00 midday (BST) on Monday 2 July 2018 can be considered. Interviews are expected to take place on Wednesday 11 July 2018.

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## **3.2 Support Workers - Flexible Work Opportunity for Graduate Student**

We are running an induction event for new (or potentially interested) support workers on Friday 6 July between 10am – 12pm and would be enormously grateful if you could help us promote this opportunity within your graduate student community.

The current information for potential support workers is here: [www.ox.ac.uk/students/welfare/disability/student-support](http://www.ox.ac.uk/students/welfare/disability/student-support)

Graduate students can contact us directly if they have any questions or would like to attend the induction next week: email [nmh@admin.ox.ac.uk](mailto:nmh@admin.ox.ac.uk) or call 01865 280459.

**\* Please see item 3.2 attachment for further information:**

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

## **3.3 High Fliers Research - Part-Time Student Role**

Oxford University Manager 2018-2019

The role is open to undergraduate students who are going into their final year in September 2018.

It is a role which a successful applicant can not only balance alongside their studies and hobbies, but also benefit from gaining people management, recruitment and project management skills - and much more!

Follow the link below to apply:

<http://finalyearstudentsurvey.co.uk/apply-now/>

**\* Please see item 3.3 attachment for further information:**

<https://weblearn.ox.ac.uk/x/d0wvzm>

## **3.4 thisislanguage.com - Content and Marketing**

Type: full-time

Location: central Oxford

Salary: £25,000 - £27,000 per annum

thisislanguage.com is a leading language learning and teaching resource for secondary schools, used by some 700 of the most academically prestigious schools in the UK and US. We produce online, interactive, video-based resources for students and teachers of French, Spanish, German, Italian and English as a Foreign Language.

We are currently looking for a new member for our young, energetic team based in central Oxford!

Initially, your responsibilities will focus on two areas: content and marketing.

Content-related responsibilities will include:

- Educational content creation (in particular for our EFL resource)
- Working with and coordinating freelance content creators
- Helping to organise our biannual foreign filming trips

Marketing-related responsibilities will include:

- Managing the company's social media (including strategy)
- Producing and sourcing content for our blog
- Organising and producing the fortnightly email newsletter

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Being a small and dynamic company there will be many opportunities to develop new skills and grow the role. We are looking for someone who is eager to learn and get stuck in! The ability to speak other languages is not essential (though advantageous) but you should be enthusiastic about language in general!

To apply, please send a cover letter and copy of your CV to [recruitment@thisislanguage.com](mailto:recruitment@thisislanguage.com) by Friday 6th July

## **3.5 Schroders Asset Management - 2 Top Investment Graduate Programmes**

2-year Graduate Programmes in Investment Solutions & Product Development at Schroders, the global asset manager, in London.

Do you like working with people and do you like constantly improving things? Or are you a problem solver from a technical or quantitative STEM degree background and like highly analytical work? If you have a strong interest in finance and investments and have acute attention to detail, then one\* of these 2 graduate programmes at Schroders might be for you...

1. Product Development Graduate Scheme - all degrees welcome

2. Solutions Graduate Programme - STEM degrees only

\*You can only apply to ONE of these roles!

Assessment dates: 7th or 9th August - You MUST be available on one of these days to apply

Start Date: 13th September 2018

Application deadline: 2nd July

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

<https://weblearn.ox.ac.uk/x/da4onD>

## **3.6 Internship Opportunity at Dior Beauty UK**

Internships at Dior are paid and are usually for 6 to 12 months. As a result they are mostly suited to students who have recently graduated.

They are a great opportunity to build on existing relevant or transferrable experience, as well as to gain an in-depth insight in the beauty industry.

Interested students can send their CV directly to: [landersonmair@diormail.com](mailto:landersonmair@diormail.com)

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

<https://weblearn.ox.ac.uk/x/2IV1rO>

## **Miscellaneous**

### **3.7 Networking Events Coming Up: Carers and New Parents**

Date: 9th July 2018

Venue: Lecture Room, Radcliffe Humanities building, Radcliffe Observatory Quarter, Woodstock Road, Oxford OX2 6GG

Time: 1:30pm – 3:30pm

We are really pleased to be offering two networking events on 9th July in the Lecture Room, Radcliffe Humanities building, Oxford. These are a continuation of the networking events, returning carers workshops and the ongoing programme of support aimed at those with caring responsibilities (which may include those caring for older

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relatives, dependants and people with disabilities) and those new to parenting (dads and mums, please come along), our networking events are an informal opportunity to meet colleagues from across the University and to find out more about the support available for you.

## Session 1 - Carers

From 1:30pm Colleagues from University Personnel Services will be telling us more about the support available for carers working in the University. We will be answering your questions and exploring how we can build networks of support for University staff with different caring responsibilities. This will be an informal opportunity to enjoy a hot drink and pastry while making connections with others.

## Session 2 – New Parents

From 2:30pm we hope that many mums and dads will find time to join us and to meet with others who are also new to parenting. Please come along to this informal event and enjoy a hot drink and pastry while making connections and finding answers to the questions that you may have. Colleagues from Childcare Services and HR will be available to answer your questions.

Come to one, come to both, we hope to see you there and would ask that you RSVP to Jo Mason at [joanne.mason@admin.ox.ac.uk](mailto:joanne.mason@admin.ox.ac.uk) by 2nd July.

## 3.8 Phoneman (Telephone) Maintenance

There will be maintenance on Phoneman on Tuesday 3 July between 7am and 9am to move to a new database. There may be some interruption to the Phoneman/Telephone system during this time.

Email for any enquiries [chorus@it.ox.ac.uk](mailto:chorus@it.ox.ac.uk)

## 4 Year Abroad

### 4.1 Job Opportunities

*DISCLAIMER: Please note that the inclusion of vacancies received by the Faculty is a facility to assist students in sourcing possible placements and does not constitute any sort of recommendation of the organisation, or agreement with the content of the vacancies; the Faculty attempts to provide as much information on vacancies available to students as possible and makes every effort to check that the content complies with equality legislation and is otherwise appropriate for student employment but cannot confirm the quality of the experience. Where negative feedback from previous students is received, appropriate action is taken. Students should make every effort to conduct their own research into the opportunities and providers to reassure themselves of the quality of the provision.*

The latest job opportunities and internships received by the Faculty can now be found via the new jobs board:

[https://weblearn.ox.ac.uk/access/content/group/b25fcf31-6bb3-4051-94fc-a1286d230ade/ya\\_jobs.html](https://weblearn.ox.ac.uk/access/content/group/b25fcf31-6bb3-4051-94fc-a1286d230ade/ya_jobs.html)

The new WebLearn Year Abroad pages are now 'live':

[https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/modlang/year\\_abroad](https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/modlang/year_abroad)

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