**Job Vacancy: Administrative Assistant, IMI**

**Sep 04, 2013**

The International Migration Institute (IMI) at the Oxford Department of International Development seeks a full-time Administrative Assistant. The Administrative Assistant will provide general support for the IMI team and have particular responsibilities to service the Leverhulme Trust-funded Oxford Diasporas Programme (ODP).

**Administrative Assistant, International Migration Institute**

**Oxford Department of International Development**

**Queen Elizabeth House, 3 Mansfield Road, Oxford**

**Grade 4: £20,172 - £23,352 p.a.**

The International Migration Institute (IMI) at the Oxford Department of International Development seeks a full-time Administrative Assistant.  The Administrative Assistant will provide general support for the IMI team and have particular responsibilities to service the [Leverhulme Trust-funded Oxford Diasporas Programme (ODP)](http://www.migration.ox.ac.uk/odp/index.shtml), which aims to investigate, using imaginatively selected examples, the social, economic, political and cultural impacts of the fundamental dynamics of diaspora. The postholder will also be responsible for providing the necessary administrative support to the research team for the [DEMIG](http://www.imi.ox.ac.uk/projects/demig) and [Sloan](http://www.imi.ox.ac.uk/projects/drivers-and-dynamics-of-high-skilled-migration) projects on migration determinants.

The successful candidate will need to have: a high degree of computer literacy including sound knowledge of Microsoft Office applications and experience of database and spreadsheet packages; proven numeracy skills and ability to work with budgets and financial reports; appropriate work experience including conference/workshop organisation; excellent written and oral communication skills and proven professionalism in interacting with colleagues; and the ability to prioritise tasks and work to deadlines both independently and as part of a team.

The postholder will be responsible to the [Co-Director of IMI, Oliver Bakewell](http://www.imi.ox.ac.uk/about-us/people/oliver-bakewell), and will be supervised by the [Administrative Officer, Briony Truscott](http://www.imi.ox.ac.uk/about-us/people/briony-truscott-1), for general IMI duties.  The post is to start as soon as possible, and is tenable until 31 December 2015.

Applications for this vacancy are to be made online.  You will be required to upload a supporting statement as part of your online application.

**Only applications received before 12 noon UK time on Thursday 26 September 2013 can be considered.**

To apply, and to access the further particulars for this post, please [click here.](https://www.recruit.ox.ac.uk/pls/hrisliverecruit/erq_jobspec_version_4.jobspec?p_id=109588)

- See more at: http://www.imi.ox.ac.uk/news/job-vacancy-administrative-assistant#sthash.EMpAU9in.dpuf