

AS Study Assistant

Role Description and Person Specification



Hours: Various – a range of positions are available, the number of hours depends on student need, but some positions require flexibility to support during the day time, evenings and weekends, during term-time and occasionally vacations.

About the role

You will be working with the University's Disability Advisory Service (DAS) to provide what is termed non-medical help (NMH). An AS Study Assistant commonly supports autistic students. The role is to provide support for students within the spectrum to interact successfully in their collegiate, departmental, library and social environments. Many autistic students can experience difficulties and anxieties with aspects of organisation, social interaction, prioritising workload and understanding ambiguous terminology or instructions. Transition periods and changes to routine can be especially difficult to cope with and is therefore common for people to receive increased levels of support during Freshers' Week, although some will also require ongoing support throughout the year.

Job Description

Main duties and responsibilities

- Provide regular contact for a student to monitor and address any developing anxiety-causing situations as they arise, helping to avoid escalation.
- Communicate with the student regularly. This may be in person or, in some instances, might involve just checking in by phone or email.
- Liaise with the student to help them to work in an appropriate way. This might include support with planning and organising time and workload, or prompting students regarding appointments and activities which require attention.
- Provide support during Fresher's week and other key periods of transition. This might include accompanying the student between key study venues during their initial weeks in Oxford, supporting students with navigation or attending Fresher's Fairs and/or to source information on the student's behalf if the busy environment might be overwhelming for them.
- Encourage student to regularly interact with college peers.
- Maintain open and regular communication with the student's Disability Advisor and AS Mentor as appropriate.
- Communicate with college or departmental staff if necessary, paying close attention to confidentiality requirements.
- Gradually reduce and withdraw support as student becomes increasingly integrated whilst keeping lines of communication open.
- Be mindful of the importance of the support role that you are engaged in by working in a professional, helpful and flexible manner, maintaining confidentiality at all times.

- Liaise with the Disability Advisory Service (DAS) on an ongoing basis, in order to monitor support, give adequate notice if you are unable to provide support and ensure notification of any changes to your availability for work or contact details.
- Engage in relevant training appropriate to the role and attend occasional supervision/team meetings where relevant.
- Maintain accurate records of support and ensure student verification of contact hours.

Person Specification

Essential

1. Evidence of education to degree level (or equivalent).
2. Well organised, reliable, punctual and respect professional boundaries at all times.
3. Ability to communicate clearly, professionally and sensitively, both verbally and in writing with individuals at all levels within the University.
4. Must be able to maintain accurate records, stored appropriately, paying close attention to confidentiality agreements.
5. Must show a positive attitude towards equality and access for people with disabilities.
6. Ability to work proactively using own initiative, working independently and to deadlines.
7. Have a sound understanding of the nature of study at the University of Oxford.
8. A willingness to attend training relevant to the role as required.
9. Willingness to adopt a flexible approach to working in a manner that is tailored to people's individual needs.
10. Demonstrable general disability and autism awareness (further relevant training is available through the Disability Advisory Service).
11. Engage in training relevant to the role and occasional supervision/team meetings where relevant.

Desirable

1. Qualifications or evidence of training or experience relevant to working with students with autism and general disability.
2. Personal study experience at the University of Oxford or experience of provision of student support in Higher Education or other social or educational support settings.

Employment Terms and Conditions

The number of hours and days worked are flexible and based upon student need. All AS Study Assistants are contacted when work is available and have the option to confirm availability or not. Due to the need for consistency of provision, AS Study Assistants may be requested to work with one or more specific students on an ongoing basis.

All successful candidates must complete disability awareness training and induction in working with autistic students at Oxford. (NMH Induction Training Canvas Course)

Successful candidates will be registered with the University's Temporary Staffing Service (TSS) and will then be eligible for selection for assignments as they become available. We cannot guarantee a fixed amount of work. All roles are part-time. Candidates will be employed on a temporary basis through TSS and will be required to work within TSS and University guidelines and in line with relevant policies and procedures at all times, including a commitment to submit accurate records and time sheets promptly.

To apply visit the [Student support opportunities web page](#) to complete an application form which should be returned with a CV by email to nmh@admin.ox.ac.uk.