JOB DESCRIPTION

Job Title:

Director of the Ancient World Cluster at Wolfson College

Main Purpose of Job:

The Director of the Ancient World Cluster is responsible for the furtherance of the study of the ancient world within Wolfson College.

Relationships:

1. Responsible to: the Academic Committee
2. In Liaison with: Senior Tutor, Bursar and Development Director

Main Tasks of Job:

The Director is to:

1. Keep updated lists of faculty and students working on the Ancient World. This information will be used to:
   a. assist the Senior Tutor in matching up advisors and advisees.
   b. maintain a web-page outlining the strengths of the Cluster and bring up to date a list of its members and their specialities.
2. Organize and promote various Ancient World activities in Wolfson, such as seminars, talks, meetings and other means to further the study of the Ancient World. These should involve members of the cluster—faculty and students—or their collaborators.
3. Chair a steering committee of fellows and research students to:
   a. plan how best to assist members of the cluster arranging workshops in college; organize long-term stays for invited scholars; and liaise with other relevant institutions and organizations in Oxford and beyond.
   b. make recommendations to the academic committee for awards from the Ancient World Fund.
   c. make recommendations to the Director of Development for major initiatives to support students and faculty working on the Ancient World.
4. Administer and oversee all grant payments and other payments from the Ancient World Fund on behalf of the Cluster.
5. Chair the selection committee for the Lorne Thyssen graduate scholarship and other ancient world scholarships as the need arises.

Job duration

The post is normally held for a period of three years and may be shared.

Person Specification:

The successful candidate(s) would be:

1. A member of Wolfson
2. A member of the Ancient World Cluster
3. Able to provide evidence of the right to work in the UK.

Job Description approved by: The President & Senior Tutor
Date: 6 June 2017