

JOB DESCRIPTION

Job title	Publications Assistant
Division	St Cross College
Department	Communications
Location	Remote / On-site attendance for content gathering
Grade and salary	Grade 4.1 (£28,437 Per annum) pro rata
Hours	3 days per week
Contract type	Fixed Term (3 months August – October)
Reporting to	Communications Officer

The role

A perfect first position for a recent design graduate, this short-term role will support the design and production of The Record, St Cross College's annual publication. Working closely with the Communications Officer, the Publications Assistant will take the lead in laying out, designing, and preparing the publication for print and digital distribution. The role includes gathering, formatting, and visually presenting content from multiple departments across the College in a consistent, high-quality format that reflects the St Cross brand.

Main Responsibilities

- Lead the layout, design, and production of The Record, St Cross College's annual publication
- Coordinate the collection of reports, articles, and data from relevant departments and contributors
- Edit and format content for clarity, consistency, and visual alignment with College style guidelines
- Ensure final proofs are accurate, well presented, and press-ready for both print and digital formats
- Liaise with College staff to confirm and clarify content where needed
- Meet deadlines agreed with the Communications Officer and ensure the project stays on schedule
- Manage and archive design files in line with College systems

Selection criteria

Candidates will be expected to demonstrate the following:

Essential

- Advanced proficiency in Adobe InDesign, Photoshop, and Lightroom
- Demonstrable experience in publication layout and design, ideally for academic, alumni, or institutional audiences
- Strong visual eye with attention to detail, consistency, and brand alignment
- Excellent organisational and time-management skills
- Ability to work independently and take initiative while collaborating remotely
- Confident in managing and formatting multi-author content

Desirable selection criteria

- Experience working with Oxford colleges or within higher education communications
- Understanding of pre-press file preparation and liaising with printers
- Familiarity with academic or alumni publishing formats

Terms and Conditions

- Free lunch during working days on the College site are provided when the college kitchens are open.
- University terms and conditions and benefits apply to this role.

About St Cross College

St Cross is one of eight colleges within the University of Oxford dedicated to postgraduate students. Situated on St Giles' in heart of the city, it boasts picturesque quadrangles secluded from the busy streets outside. The international character of the community, the extraordinary range of subjects studied and the intellectual curiosity of our committed graduate students and Fellowship makes for a highly stimulating environment.

The College combines the prestige of a distinguished Fellowship with a friendly informal culture and a strong sense of community. It is a hub for social activity, relaxation and enjoyable conversation in the dining hall and common rooms, leading to lifelong friendships.

For more information please visit: www.stx.ox.ac.uk