Job description and selection criteria

Job title	Student Fellow (Taught Master's) - 6 posts available
Division	Gardens, Libraries and Museums (GLAM)
Department	Bodleian Libraries
Location	Clarendon Building, Bodleian Libraries, Broad Street, with potentially some home working if required
Grade and salary	Oxford Living Wage, currently Grade 2.6, £25,381 p.a., £13.37 per hour
Hours	Variable hours, between 24 and 48 hours to be worked within an 11-month period (October 2025-August 2026)
Contract type	Fixed-term for 11 months
Reporting to	Rachel Childs, User Experience Librarian
Additional information	You are required to submit an application form, outlining how you meet each of the selection criteria for the role. If you do not meet the whole criteria, please describe the parts you do meet (with an example illustrating this). See the 'How to Apply' section for further details Please contact the recruitment team if you require the job description in an alternative format.
Closing date	Monday 6 October 2025, 12.00 midday GMT

Job description

Overview of the role
We have made improvements to the libraries and library services over the past few years, but despite this there are some groups of students who have told us that they have not felt the benefits as much as others. We are trying to achieve a deeper understanding of the needs of these groups with a series of projects over the coming years.

For this project, we are looking to employ 6 Student Fellows. You will need to be a full-time taught Master's student at the University of Oxford during the 2025/26 academic year.

Using a methodology called "co-design", you will work as a team with library staff to explore your library needs and any barriers you face, generate solutions, and then pilot and evaluate changes to improve our libraries and/or services for you and others. Co-design is a new methodology for the Bodleian Libraries that we are trying out in a series of experimental projects. It is an innovative process that brings together lived experience and professional expertise in equal partnership to enact relevant and effective change. The library staff involved are people with the power to make changes and try things out, and are enthusiastic to be involved. The project will be supported by the User Experience Librarian, a member of the Assessment Team.

The co-design methodology means that the team, facilitated by the User Experience Librarian, works together to design and determine the shape of the project. Therefore, we do not know at this point what the project will look like, and cannot predict what exactly it will involve. There are some parameters in place – the project must be finished within 11 months, and we are expecting the Student Fellows to work a minimum of 24 hours over the time period, with an upper limit of 48 hours.

The content of the first 3 sessions is outlined below. These will take place in person within the first half of Michaelmas Term. Beyond this, the direction will be decided collectively by the team.

Session 1:
- Introductions
- Background to the project
- Overview of co-design
- What do we mean by library services?
- Agree ground rules and expectations
- Agree the rough shape of the project
- Assignment details: 'What is it like to be me?" A getting-to-know each other assignment with prompt questions to answer in a format that suits you (e.g. in photos, writing, PowerPoint, or video etc.) to be completed before Session 2

Session 2:
- Share the "What is it like to be me?" assignments with the whole group

Session 3:
- Reflect on the "What is it like to be me?" assignments to draw out similar and unique experiences
- Activity: "Get it off your chest!" What would you most like to change about the libraries?
- Check back on the agreed shape of the project and make changes if necessary

Benefits
- The Student Fellow role is paid employment that fits around your studies. The hourly rate is at the Oxford Living Wage (currently £13.37 per hour)
- This is an opportunity to make concrete positive changes to libraries and library services that benefit you and others
- You will be employed by the Bodleian Libraries, and we can provide a reference for you in the future
- You will be able to utilise your lived experience, skills and creativity

What you will do
- Attend regular meetings in person
- Work with fellow students and library staff in the project team

- The project team will collectively, with the support of a facilitator, decide the structure, organisation, area of focus, methodology, evaluation and other aspects of the design of the project.
- Reflect on your lived experiences and feelings as a taught Master's student studying at Oxford and using the libraries and library services. Communicate these experiences to other project members
- As a team, design improvements to libraries and/or library services
- Prototype these improvements with the other project members by making basic models of their design and functionality
- Test and evaluate how well the prototypes work, and refine them together with the rest of the team
- Reflect on your own learnings during the project

Other duties

- Undertake any necessary training identified
- Comply with health and safety regulations
- Complete timesheets by a monthly deadline

The Bodleian Libraries reserve the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Assessment Team

> *"We will listen to our readers and focus on their experience of using the library service."*
>
> (Bodleian Libraries Strategy 2022-2027, Guiding Principle)

Core to the Bodleian Libraries' mission is a commitment to curate, collect and unlock the world's information in support of the present and future learning, research and innovation needs of the University of Oxford and the national and international scholarly community. In order to achieve this mission, it is critical for the Bodleian Libraries to develop and maintain an understanding of the needs of its users and potential users, and to evaluate and communicate its effectiveness in meeting these needs.

The Assessment team plans, designs, develops, facilitates and implements library assessment initiatives to evaluate the effectiveness and impact of the Libraries and to inform user-focussed service design. The Assessment team works collaboratively with staff throughout the Bodleian Libraries to support evidence-based decision-making across all areas for operational, managerial and strategic purposes, and evidence-based communication for reporting, accountability and advocacy purposes. As part of this team, the User Experience Librarian works to improve the user experience of the Bodleian Libraries by designing, undertaking, analysing and reporting research into the experience of our users.

For more information please visit: www.bodleian.ox.ac.uk/about/libraries/performance

Selection criteria

Essential selection criteria

1. Ability to work collaboratively with others towards achieving a shared goal.
2. Experience of putting plans into action to solve problems

3. Reliably attend in-person meetings punctually, consistently deliver commitments, and experience in meeting deadlines
4. Committed for whole time period
5. Ability to reflect on and communicate own experiences to others

Desirable selection criteria

1. Experience of developing an idea into a concrete service or product (e.g. Young Enterprise at school, design GCSE/A-Level, something from your first degree)
2. Ability to create something new, whether a new solution to a problem, a new method or device, or a new artistic object or form

Pre-employment screening

You will need permission from the Senior Tutor (or equivalent) in your college, and your Programme Director to be able to be employed in this role. If you are shortlisted for this post, we will contact them to ask for their permission.

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right-to-work in the UK, and proof of your identity.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

About the Bodleian Libraries

Gardens, Libraries and Museums (GLAM)
The Bodleian Libraries are part of the Gardens, Libraries and Museums (GLAM) group, which includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: https://www.glam.ox.ac.uk/home

The Bodleian Libraries
The Bodleian Libraries at the University of Oxford is the largest university library system in the United Kingdom. It includes the principal University library – the Bodleian Library – which has been a legal deposit library for 400 years; as well as 27 libraries across Oxford including major research libraries and faculty, department and institute libraries.

Together, the Libraries hold more than 13 million printed items, over 80,000 e-journals and outstanding special collections including rare books and manuscripts, classical papyri, maps, music, art and printed ephemera. Members of the public can explore the collections via the

Bodleian's online image portal at digital.bodleian.ox.ac.uk or by visiting the exhibition galleries in the Bodleian's Weston Library.

For more information please visit: http://www.bodleian.ox.ac.uk/

How to apply

Applications are made through an online form at:
https://app.onlinesurveys.jisc.ac.uk/s/oxford/student-fellow-application-form-taught-master-s

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

You are asked to fill in the online application form above. Your answers must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

You will need permission from the Senior Tutor (or equivalent) in your college, and your Programme Director to be able to be employed in this role. If you are shortlisted for this post, we will contact them to ask for their permission.

All applications must be received by **midday** UK time on Monday 6 October 2025.

If you need help

Questions about this role should be addressed to the User Experience Librarian directly on rachel.childs@bodleian.ox.ac.uk

Important information for candidates

Data Privacy
Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.