

Job Description

Job title	Research Assistant
Division	Humanities
Department	History Faculty
Location	Multiple locations across Oxfordshire
Casual Spine Point	Spine Point 24 £15.37 per hour plus 12.07% in lieu of holiday
Hours	8 hours per week
Contract type	Casual – 12 week duration
Reporting to	Aleena Din and Sadiya Ahmed
Start date	4 th March 2024

The Role

We are seeking three research assistants to support the ongoing community history project '[A Muslim History of Oxford](#)'. The roles are supported by a partnership between the Everyday Muslim Heritage and Archive Initiative (EMHAI) and the University of Oxford's Faculty of History.

In November 2020, the History Faculty began the work of growing a new 'community history' initiative: to strengthen the Faculty's relationships with local historians and community groups throughout Oxford and Oxfordshire, and to enhance its work in the field of local and community history. The new initiative is grounded in an ethos of putting ethical, equitable working relationships at the heart of these endeavours to engage more deeply with community history research and public engagement, and particularly to create more space for local historians and community groups to set these ongoing agendas.

'A Muslim History of Oxford' aims to create an archive collection of oral history interviews and other materials. The collection will reflect the long history of Muslims in Oxford, from the earliest members who arrived as students and scholars in the 19th century, to growing communities in places like East Oxford, where labourers from the Commonwealth often settled from the mid-20th century onward. The collection will also represent the varying facets of Oxford's Muslim history, including notable individuals, organisations, important buildings and key events. This collection will then be used to create academic and public engagement outputs, such as a Muslim history trail in Oxford which is currently being developed.

The Research Assistants will be an integral part of the project team, and their input will be crucial in shaping the project's outputs. They will collect and document the experiences of the Muslim community in Oxford, past and present. This will primarily be achieved through the collection and analysis of



archival research and oral history interviews. They will also support the planning and execution of focus groups with Oxford's Muslim community, as well as a workshop on community history and oral history methodology. This is with a view of widening our network within the community, as well as exploring and engaging with the diversity of Oxford's Muslim community.

Responsibilities

- To independently collect, review and analyse archival materials from identified collections, including institutional and private collections.
- To identify new archival collections related to Oxford's migrant and Muslim history.
- To review existing scholarship on the Muslim and migrant histories of Oxford and Britain, as part of a broader effort to be in conversation with existing and ongoing local and national research.
- To identify and build a rapport with potential interviewees, as well as summarise and analyse oral history interviews. There may be opportunities to conduct your own oral history interviews, depending on workload.
- To support the planning and execution of two workshops with the Muslim community in Oxford and an oral history workshop with local students and adult learners.
- To support the development of a Muslim history trail which reflects the outcomes of the community workshops, archival research, oral histories and secondary reading.

Selection criteria

Essential selection criteria

- A completed honours degree or equivalent experience.
- Attention to detail and highly literate – able to read and comprehend a variety of historical source material.
- The ability and willingness to learn quickly, assimilate complex information and to provide accurate and coherent information when required.
- Good interpersonal skills to develop effective and collaborative working relationships with other research assistants, archivists, librarians, and staff at the History Faculty.
- Ability to work independently and flexibly in managing own research and administrative activities.
- Strong organisational ability, able to work to set deadlines.
- Be flexible and able to work in dynamic and new environments (including archives, libraries and museums).

Desirable selection criteria

- Experience of working in a research team and contributing ideas for new research projects.
- Experience of conducting and/or analysing oral history interviews.
- An interest in the history of Oxford and Oxfordshire.
- An interest in the Muslim history of Oxford and the Muslim history of Britain.

Faculty of History

The Faculty of History in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths in the history of the British Isles, continental Europe, imperial and global history, the United States, economic and social history, intellectual history and the history of science, medicine and technology. Within the Faculty there is also a department for the History of Art and a number of dedicated research centres.

The Faculty is located in the Old Boys' High School, George Street. This is a very central location, less than 10 minutes' walk from the rail station, and very close to bus station, shops and other University locations. The premises house a community of around 20 administrative staff and up to 30 other users, comprising doctoral students, researchers, and academics and professors. The building is also used for teaching and seminars. More information about the Faculty can be found at: www.history.ox.ac.uk

The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has more than 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to innovative agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

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

How to apply

Please send the following documents to casual.admin@history.ox.ac.uk by noon on Friday 16th February 2024:

- A brief statement of interest (no longer than 400 words) giving your reasons why you want to be part of the research team and what relevant skills, interests, and knowledge you may be able to bring to the project.
- Please also include a CV indicating any academic and other appropriate qualifications and relevant experience (of no more than 2 pages in length).

Informal discussions will take place over Microsoft Teams between 20th-23rd February 2024, with prior arrangement.

