Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: MSc Programme Administrator

Department/Division: Government   **Accountable to: MSc Programmes Manager**

Job Summary

- Working within a team which supports the taught postgraduate programmes within the Department.
- Providing a high-level of support to and working closely with the MSc Programme Manager and others, in the administration of the Department's programmes.
- Taking a lead on developing pre-registration communications with prospective MSc students.
- Taking the lead on marketing Department MSc programmes.
- Taking the lead on establishing and developing relations with the Department's postgraduate taught alumni.
- Taking the lead responsibility for Graduate Admissions and post-offer communications.

Duties and Responsibilities

Programme Administration

- Working closely with and supporting the work of the MSc Programme Manager to provide a high-level administrative service to academic staff involved in teaching and tutoring taught postgraduate students.
- Undertaking all aspects of relevant programme administration, including: examination and assessment administration, coordinating the orientation programme and preparation of induction documentation, graduate admissions administration, servicing committees, arranging events, responding to queries, updating course information on the virtual learning environment.
- Updating relevant sections of the Departmental website, Departmental documentation and virtual learning environment as appropriate.
- Acting as a point of contact for students on taught programmes by preparing and disseminating information relating to their studies and fielding queries.
- Acting as a point of contact for students seeking pastoral support and referring to other School services as necessary.
- Assisting with business continuity and quality assurance procedures in relation to taught master teaching provision.
- Presenting induction sessions to students which will include an overview of regulations, course choice and academic adviser/supervisor information.
- Adhering to confidentiality and data protection guidelines.

- Building a professional network across the School.

Teaching Administration Development and Planning

- Working in conjunction with the MSc Programmes Manager to enhance the MSc students' experience.
- Facilitating the interaction between students and the academic teaching staff.
- Liaising with the centralised admissions team to advise the Deputy Department Manager and MSc Programmes Manager about student recruitment matters.
- Taking the lead on developing the Department's post-offer communications, ensuring that students are well prepared for their arrival in the Department.
- Taking the lead on establishing and developing relations with postgraduate taught alumni with the objective of enhancing their engagement with the Department.
- Developing and maintaining close links with relevant contacts in central administration and with the aim of developing and sharing best practice.

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability
The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.