



## 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: Undergraduate Administrator**

**Department/Division: Geography & Environment**

**Accountable to: Department Manager**

### Job Summary:

To administer the Department's undergraduate degree programmes and courses, manage the Department's Undergraduate assessment and examination process and to provide administrative support for the Departmental Tutor, the Department Exams Chair of the Undergraduate Examination Board and the Departmental Admissions officer as well as a number of academic staff within the Department.

To act as a first point of reference to all Undergraduate enquiries and to provide and disseminate a comprehensive information service to students and staff involved in Undergraduate matters,

### HERA Competencies

#### Planning and Organising Resources

- Collating and logging assessed coursework submissions and distributing to markers as per the Department Marking Loads
- Arrange, attend and take minutes Undergraduate Review Committee meetings and Examination Sub-Boards
- Manage production of Examination Papers and examination/course mark frames
- Facilitate assessed coursework feedback and exam feedback
- Carry out plagiarism checks of assessed coursework via Turnitin
- Assist in the organisation of the Departmental Open Days and offer holder days for prospective students
- Managing the organisation of the annual 2<sup>nd</sup> year field trips (current destinations are Cuba and India)
- Updating and monitoring Moodle course pages and reading lists
- Maintain and develop the various office systems required to keep accurate records and efficiently manage the undergraduate programmes
- Ensure accurate database and record management for example monitoring and recording student hospitality spending or maintaining a database of Undergraduate alumni.

#### Teamwork and motivation

- Fostering a collegial atmosphere between departmental colleagues
- Supporting the Department Manager in all administrative staff meetings and developing strategies for the continuing development and enhancement of School and Departmental administrative systems



- Supporting the Department's Graduate Administrators during particularly busy periods
- Forming links with central administrative staff to help ensure the Department conforms to what is required of it expeditiously.

### **Decision Making; Initiative and Problem Solving**

- Ensure the accuracy of mark breakdown spreadsheets, assessed work cover sheets and exam comments sheets
- Checking the annual update of programme guides, course guides and regulations
- Monitoring the UG programmes hospitality budget and advising the Departmental Manager of any expenditure
- Oversee the UG programmes event/Departmental hospitality, making arrangements/bookings if required
- Promotion and forward planning of student liaison in the department, via social events and opening up lines of communication for students to support some of the Department's events
- Proactively contribute suggestions and solutions in team meetings where appropriate with respect to, for example, examination process management, or student experience improvement.

### **Service Delivery**

- Administering four undergraduate degree programmes and the associated undergraduate taught modules
- Acting as first port of call for queries on administrative undergraduate matters from staff, current students and prospective students
- Administrative support to the Departmental Tutor, the Department Exams Chair and the Departmental Admissions Officer in liaison with Undergraduate Admissions
- Work closely with programme directors and the Departmental tutor to allocate all undergraduate students an academic mentor
- Research and analysis of statistical material to produce reports e.g.: admissions trends, exam results, survey results and teaching data
- Provide general administrative support to a number of academic staff –this is mainly teaching/course administration duties, but also encompasses some travel arrangements, seminar organisation and organising social events.

### **Liaison and Networking**

- Continual liaison with the Professional Services team in the Department to ensure best practice and smooth operations of the Undergraduate programmes procedures
- Frequent contact with the undergraduate admissions, timetabling and examinations offices.
- Any anomalies in markframes, cover sheets and exam comments sheets to be communicated to the Departmental Manager and associated staff.

### **Communication**

- Sending regular information mailouts to students (administrative matters, department notices, relevant seminars and public lectures, internship or employment opportunities etc.)
- Understand and be able to explain procedures and regulations for exam taking, essay submission, course regulation and other aspects of Departmental and school protocol
- Circulate information between the various groups and individuals, internal and external, making up the undergraduate body
- Creation and Maintenance of an extensive distribution list, which can be used by all members of the Department to contact the students.

**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.