



## 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 Programmes Manager

**Department/Division:** Philosophy

**Accountable to:** Department Manager

### Job Summary:

To manage the BSc in Philosophy and Economics, BSc in Philosophy, Logic and Scientific Method and BSc in Philosophy, Politics and Economics within the Department of Philosophy, Logic and Scientific Method, from recruitment and admission to graduation. This includes providing a complete and comprehensive service to staff and students of all of programmes. To provide administrative support to the Departmental Manager, Head of Department and academic members of staff.

### Duties/Responsibilities

#### Admissions

- To act as a focal point for applicant and student enquiries, providing appropriate and timely advice and guidance on Department and School procedures.
- To monitor and report regularly on recruitment figures in liaison with the Departmental Tutor and Undergraduate Admissions Office.

#### Orientation

- To prepare and distribute provision of Orientation and welcome materials to all incoming students.
- To organise Orientation briefing sessions, including room bookings, ordering catering and checking appropriate layouts and equipment and explaining a range of departmental information including programme entry requirements and regulations clearly and accurately.

#### Course Materials

- To manage the full delivery of support service of the BSc programmes and be proactive in developing programme support.
- To contribute to and oversee the production of programme-related publications including student handbooks.
- To monitor and evaluate the design and maintenance of the courses on Moodle.
- To liaise with the Communication and Marketing Manager on the design and maintenance of the Department website study pages and to ensure the accuracy of respective webpages.
- To service Departmental committees or working groups as required including undergraduate Staff Student Liaison Committees.
- To discuss issues raised at Staff-Student Liaison Committee meetings with the Programme Coordinator, Departmental Tutor and Departmental Manager and provide an analysis of options available, giving a preferred optimal solution.
- To identify potential areas of development for student support and methods of implementation.



### **Examinations and Assessment**

- To oversee the maintenance of accurate student records including application, course choice and assessment data.
- To take responsibility for the examination process including the record management of assessment and examination processes (using the School's database, SITS) and to ensure exam papers and results are accurately prepared and recorded both electronically and in hard copy.
- To organise Exam Sub-Board, including communicating with External Examiners regarding marks and meetings, making arrangements for academic staff regarding examination and dissertation marking and act as secretary to the Boards, providing guidance and advice as necessary.
- To ensure that all assessed student coursework is recorded on submission, run through plagiarism detection software and distributed to staff, setting deadlines for completion of marking.
- To oversee the distribution of assessment results to students, staff, External Examiners and the Examinations Office using the appropriate method and timing within School regulations.

### **Pastoral Care and Welfare**

- To administer and support the undergraduate mentoring schemes and student networks, providing assistance and links with the department and school where necessary.
- To foster engagement and belonging through a programme of regular teas and events for students from across all year levels, to meet with staff and other students to share interests and develop a strong sense of being part of an academic community.
- To support and amplify the work of the PPE and Philosophy societies and share good practice within the department through internal communications mechanisms e.g. Facebook, Moodle.
- Support the society committees with problem solving in order to retain their sense of ownership.
- Connect societies with staff/resources in the Department/School to help them undertake activities they have identified in particular the production and circulation of the Philosophy Student Journal, Careers evening, PH103 Conference and the LSE-Bayreuth Conference.
- To advise students on a variety of study related issues and referring them to relevant School support services when necessary.
- To provide support, guidance or pastoral care to students where standard procedures do not always exist, and judging when to refer the individual for professional help.

### **General**

- Organise the annual Department weekend visit to an external venue, including liaison with the venue, preparation and distribution of publicity and other relevant information, setting up LSE E-shop for payments, provide support assistance with planning the event programme and prepare and process speaker expenses after the event.
- To organise termly student parties; determine cost, date and location and any associated entertainment.
- To organise and administer the Michaelmas and Lent Term teaching surveys, including providing staff with instructions and deadline information, distribution of survey packs, dealing with queries and liaison with the School Surveys Manager.
- In liaison with the Timetables Office and academic colleagues, to manage the annual timetabling returns for all lectures and classes and seminars. Including, timely preparation and submission of all room booking forms by course code, teacher constraints forms and assisting with queries and resolving complications.
- In conjunction with the Departmental Tutor, develop, plan and implement a strategy for encouraging students to complete the National Student Survey
- Booking, management and circulation of Guest Teacher and Graduate Teaching Assistant office hours and arranging access to the feedback room.
- In liaison with the Estates Division, organising and checking repairs and maintenance to the Lakatos Building where necessary.
- To set appropriate standards of service delivery and ensure these are fulfilled.
- To work with the Departmental Manager and administrative team to evaluate service levels and



implement agreed initiatives.

- To proactively use own initiative to evaluate and improve working practices and procedures within the professional services team.

#### **Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

#### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

#### **Equality and Diversity**

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#)

#### **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.