



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: Programme & Communications Assistant

Department: Economics

Accountable to: Department Manager, Operations

Job Summary

Work as part of the Departmental Programmes administrative team within the Department of Economics, providing a professional administrative support service to three Programme Managers, the Examinations and Assessment Administrator, and two Tutors.

Work as part of the Departmental Communications team within the Department of Economics, providing a professional administrative support service to the Website and Social Media Editor, Moodle Editor, two Department Managers, and academic staff members.

Duties and Responsibilities

Programme Administration

- Respond to general basic student enquiries via email throughout the year
- Provide support to MSc Programmes Manager in responding to offer-holder enquiries via email (January-August)
- Coordinating and processing undergraduate class change requests (MT weeks 1-5)
- Respond to general exam results queries (LT weeks 4-5 and July)
- Prepare and compile weekly newsletters to send via email to undergraduate and postgraduate students from programme teams in term-time
- Assist programme teams with organising student events, including MSc Dances, Undergraduate/MSc/MRes receptions, seminars and careers events throughout the year.
- Assist MSc Programmes Manager with coordination of two Departmental pre-sessional courses, EC400 and EC451, involving several hundred MSc students from a number of Departments (April-September)
- Assist the Undergraduate and MRes/PhD Programme Managers with termly SSLC meetings
- Assist MRes/PhD Programme Manager with development and maintenance of MRes/PhD Moodle page/portal
- Assist Teaching Manager with GTA recruitment for Summer School, pre-sessional and Departmental Economics teaching (June-October)



Communications Administration

Assist Moodle Editor with:

- Creation and maintenance of reading lists for academic staff (Sept-Oct)
- Uploading slides and ad-hoc materials to Moodle course pages
- Liaison with Audio Visual team regarding lecture capture posts on Moodle pages
- Archiving of Moodle courses and materials (July-October)

Assist Website and Social Media Editor with mailing lists (held on Economics server):

- Maintenance of mailing lists for each year of undergraduate, MSc, MRes/PhD students (the Department has 1200 students)
- Updating and maintenance of large number of seminar mailing lists

Assist Website and Social Media Editor with:

- Post regular tweets via Departmental Twitter account (including programme-related/offer-holder comms)
- Monthly archiving of tweets for Department
- Conduct research into Department-related activities, including faculty-related research
- Preparation of images/visuals for articles published in *Economica* (Department of Economics in-house journal) for promotion on Departmental website and via social media
- Website maintenance, including updating of faculty, GTA and Teaching Fellow office hours, Economics courses, Departmental MRes/PhD students, contact information for GTAs and Teaching Fellows (approx. 140 staff members), and updating personal faculty webpages.

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.