



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 (post-registration)

Department/Division: Government

Accountable to: MSc Programme Manager

Job Summary

- Working within a team which supports the taught postgraduate programmes within the Department. Acting as a point of contact for students to improve interaction between the Department and its students.
- 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 promoting registered student engagement
- Taking the lead on developing a coherent set of postgraduate examination administration procedures and policies.
- Taking the lead on developing the MSc students' careers experience within the Department

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 Departmental point of contact for students on taught programmes by preparing and disseminating information relating to their studies and fielding queries.
- Acting as a Departmental 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 MSc students' careers experience within 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.

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.