



## 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: Teaching and MRes/PhD Programme Administrator**

**Department/Division: Economics**

**Accountable to: Head of Academic Planning**

### Job Summary

The purpose of this role is to support the Head of Academic Planning with teaching delivery/planning activities and the MRes/PhD Programme Manager with MRes/PhD Programme activities as a member Professional Services team within the Department of Economics.

The post holder will provide support to the Head of Academic Planning in the delivery of the Department's teaching planning activities, including the administration of Graduate Teaching Assistants and Occasional Research Assistant contracts, and monthly ad-hoc payments.

The post holder will also be responsible for providing administrative support to the MRes/PhD Programme Manager, ensuring that a consistent level of service is given to all MRes/PhD students focusing in particular on the delivery of exams and assessments, events, communications, data and record keeping and the annual PhD Job Market. The post holder will occasionally support the UG, and MSc Programmes activities as requested by the Head of Programme Delivery.

### Duties and Responsibilities

#### Support for Teaching Delivery

- Prepare the Graduate Teaching Assistant contracts in liaison with the Head of Academic Planning, Human Resources Division and Payroll Team, ensuring legal and visa requirements are met
- Prepare and process payments to GTA staff in relation to exam marking in liaison with the Head of Academic Planning and the Payroll Team
- Produce and manage the contracts for the Department's occasional research assistants, in conjunction with academic staff and Human Resources and Research Divisions. Ensure occasional research assistant or occasional support staff pay is in line with School pay scales and meets the payment deadlines.
- Support the Head of Academic Planning with any ad-hoc duties as requested including events for GTAs, room booking, etc.
- Take detailed and accurate minutes at the termly Teaching Committee Meetings



### **Support for the MRes\PhD Programme**

- To provide a high level of support to the MRes/PhD Programme Manager in the planning, organisation and delivery of MRes/PhD student events, including:
  - Induction Meetings and Welcome Receptions for incoming first-year students
  - Social events, graduation, conferences, lectures, workshops and seminars, as appropriate.
- Where relevant, assist with the design, editing and maintenance of the MRes/PhD Programme Moodle pages, including exam portals, course pages, reading lists and office hours, providing guidance and advice to faculty and students as necessary.
- To provide administrative support to EDI initiatives that are focussed on improving the uptake of MRes/PhD programmes amongst underrepresented groups.
- Where relevant, to support the MRes/PhD Programme Manager with the operation of the examination process, including collating exam papers and mark sheets from faculty, keeping students informed and answering student queries
- Assist with the production of all MRes/PhD communications, including the MRes/PhD Monthly Newsletter and weekly bulletins
- Management of the MRes/PhD student mailbox ensuring that all queries are responded to in a timely, accurate and professional manner and escalated, as appropriate.
- Acting as the first point of contact for student queries, including study room bookings, IT issues/requests, space and equipment queries, office access
- Taking accurate minutes at the termly Student/Staff Liaison Committee meetings
- Working with the MRes/PhD Programme Manager to maintain and support the development of MRes/PhD documentation, including the student handbooks, programme webpage, student online profiles and the PhD Job Market webpage.
- Assisting with the maintenance of MRes/PhD Student records held by the Department
- Liaising with other LSE support services e.g., PhD Academy, Financial Support Office, and Student Services, to ensure the smooth operation of MRes/PhD processes.
- Assist and support the MRes/PhD Programme Manager with the administration of the annual PhD Job Market activity, including:
  - Preparing for the Job Market Orientation meeting in liaison with the Academic PhD Placement officer
  - Scheduling mock seminars and liaising with students and Research Centre staff to ensure slots are allocated correctly.
  - Scheduling mock interviews. Liaising with the Job market students and academics to fill the schedule.
  - Process high volumes of academic references for the students on the PhD Job Market, liaising with job market students, academic supervisors and external institutions to ensure the timely upload of references and other documents via online portals.

### **Planning and Organising Resources**

- To keep accurate and up-to-date records of all paperwork and electronic files.
- To utilise knowledge of school-level procedures/developments to plan MRes/PhD student and research support.
- To plan, prioritise and organise own day-to-day work in accordance with deadlines and agreed objectives.

### **Communication**

- To communicate effectively with stakeholder groups, e.g., current students, academic colleagues, and Research visitors, ensuring effective communication between different groups as appropriate.
- To prepare and maintain comprehensive manuals for all relevant administrative process.



### **Liaison and networking**

- To develop and maintain links with Department administrators to share and formulate best practices.
- To actively contribute to internal and external networks and build links for the benefit of the programmes and the Department.

### **Teamwork and Motivation**

- To be an active member of the Department of Economics Professional Services team.
- To attend and contribute to, where relevant, Departmental meetings and activities.
- To take a proactive approach towards personal and professional training and development.
- To participate constructively in team meetings, one-to-one meetings and wider Departmental meetings.
- Offer ad hoc support to the PSS team during busy periods and provide cover during periods of absence

### **Service Delivery**

- To maintain an outstanding level of attention to detail in all aspects of the role.
- To proactively engage in continuous review and improvement, ensuring that processes remain as effective as possible and that the highest levels of service delivery are maintained at all times.

### **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 substantial ongoing 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.