



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definite 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 post holder.

Job title: Programme Administrator (2 roles)

Department: Economics

Accountable to: Programme Manager

Job Summary:

Work as part of the Departmental Programmes administrative team within the Department of Economics, providing a professional administrative support service to the Programmes team including the Programme Manager, Head of Programme Delivery, Programme Directors, and the Tutors. Duties will include:

- Exams Administration
- Programme Administration
- Events Administration
- Student Communication
- Secretary to the Department's Teaching Committee Meetings
- Secretary to the Student Staff Liaison Committee Meetings

Duties/Responsibilities

Exams and Assessments Administration

- To take joint responsibility for the end-to-end coordination and delivery of the taught course examinations for three examination periods in the academic year, with lead responsibility for the In-Year Resit exams including liaising with External Examiners regarding proposed examination papers, liaising with the Examinations Office, setting deadlines for Examiners and External Examiners in order to meet School deadlines for submission of examination papers, proofreading exam papers, creating and checking exam mark sheets by course, setting up and supervising Moodle Exam containers (for coursework etc.) and providing clear information to academic staff and students.
- After the examinations have taken place, to take responsibility for the coordination of the collection of exam scripts from the Examinations Office, the distribution of exam scripts to lead examiners and course managers, liaise and communicate with External Examiners regarding student marks, collate and submit student marks to the Examinations Office, to support the Programme Manager with the servicing of the examination sub-board meeting, (including assisting with the preparation of all board meeting papers and provision of accurate data) and exam mark checks.
- To ensure the Departmental examination procedures, processes and record keeping are efficient and accurate, making recommendations to the Programme Manager and implementing improvements as necessary, in line with School regulations, including the Departmental online marks record system.



- To ensure assessed coursework grades are recorded accurately and distributed in an appropriate and timely manner.
- To proactively deliver all necessary administrative support to non-examination-based assessments (presentations, class participation, group projects, dissertations and assessed essays), including setting up submission links on Moodle and finalising assessment marking deadlines.
- If applicable, to assess Turnitin reports for individual pieces of work to determine whether further academic scrutiny is required. To review processes and procedures for doing so, to ensure that they are as effective and efficient as possible.
- The post holder would also support the Programme Manager with Examination Sub-Board meetings held after the end of Summer Term and in year resit exam period, with the preparation of accurate data and papers relating to examinations and assessment, reporting trends and linking to External Examiner feedback.

Programme Administration

- To use School student records systems to extract data as required (e.g., SITS) and prepare ad-hoc reports.
- To disseminate My Adjustment data received from the Programme Manager to members of staff on a 'need to know basis in line with data protection requirements.
- To design, edit and maintain the Moodle Programme portal and course Moodle pages and provide guidance and advice to staff and students.
- To discuss issues raised at Staff Student Liaison Committee meetings with faculty and the Programmes Manager.
- Support the Programme Manager with the Academic Mentor allocation process as and when needed.
- Support the Programme Manager in processing class change requests submitted by students via LSE for you.
- Assist the Programme Manager in the yearly course guide update process.
- To monitor the programme inboxes and respond to all general student and faculty enquiries via email throughout the year and to act as a focal point for the applicant and student enquiries, providing appropriate and timely advice and guidance on programme, Department and School procedures.
- To provide administrative support to the annual Departmental Prize Winners Reception, communicating with faculty, donors, prize winners and family members, Programme Directors, Departmental Tutors, UG Programme Manager, Head of Programme Delivery and Department Manager (Planning and Resources).
- To provide an annual report on new prizes and continuing awards to the Departmental Communications Team for submission and publication in the Economics Annual Review.



Events Administration

- Co-ordinate with the Programmes Manager the Welcome Week event preparation, including catering and room bookings, and support during Welcome Week itself
- To support the Student Engagement and Communications Officer with the organisation of student events, seminars and careers events throughout the year.
- Be a point of contact for the Student Social Committee and support the Committee to implement student-led events, taking direction from the Student Engagement & Communications Officer.
- Work in collaboration with the Programme Manager, fellow Programme Administrator and Student Engagement and Communications Officer to generate ideas about student events.

Student Communication

- Design and write content for the Programme newsletters and monitor student engagement, under the direction of the Student Engagement and Communications Officer and Programme Manager.
- Provide advice to students regarding welfare issues or queries, referring to and promoting the school's support services.
- Work in collaboration with the Student Engagement and Communications Officer to enhance student experience and engagement.
- Assistance with the rolling out of student surveys and feedback.
- Communicate important information on exams, summative assessments, programme delivery and events via Moodle Announcement.

Secretary to the Department's Teaching Committee

- To act as the secretary to the Department's Teaching Committee meetings including writing high-quality minutes for termly Teaching Committee meetings.

Other Duties

- To identify potential areas of development to enhance student support and the overall student experience.
- To understand and abide by the school's regulations and policies
- To work with and across a number of Departmental groups including the programme team, examiners, markers and central divisions.
- To contribute actively and positively to the effectiveness of the administrative team, and to the Department's objectives (including Education Strategy).
- To proactively contribute to and support the implementation of best practice developments.
- To foster a collegial atmosphere between departmental colleagues at all levels and in all staff groups.



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.

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.

Note

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