



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 Student Adviser

Department/Division: Law

Accountable to: Department Manager

Job Summary

The Department of Law at LSE is looking for an Undergraduate Student Adviser to provide high quality and comprehensive pastoral advice and support to students on the LLB degree. The post holder will also contribute towards the review and development of the programme's student support related activities.

- To provide comprehensive and targeted pastoral support and guidance to undergraduate students.
- To act as a backup and support to Academic Mentors in mentoring their students.
- To work closely with the LLB Team to continuously develop and enhance the student experience.

Duties and Responsibilities

Student Advising

- Hold daily office hours and drop-in sessions for students.
- Organise regular meetings with advisees each term.
- Liaise closely with Academic Mentors, the Departmental Tutor and the LLB Professional Services team to help monitor issues such as student attendance, pastoral problems or other causes for concern and maintain contact between the Department and students who are experiencing these problems.
- Advise students regarding Individual Exam Arrangements and Inclusion Plan processes.
- In conjunction with Academic Mentors, the Departmental Tutor and the LLB Professional Services team, advise students on interruptions, withdrawals and other changes of circumstances as required.
- Counsel students and recommend solutions or connect them to other support services within the School as needed.
- Maintain regular contact with the School's Disability and Wellbeing Service, the Student Services Centre, LSE Life, LSE Careers and other relevant departments to ensure students are receiving the best possible experience at LSE.
- Maintain records of meetings.

Programme support

- Feed into the design and delivery of a comprehensive programme of induction for new students.
- Make recommendations and undertake projects to develop and improve the student experience.
- Work with colleagues to devise and develop an appropriate programme of extra-curricular activities for students that will add value to their academic learning, develop their professional



skills and build student community.

- Play an active role in gathering feedback from students (both formally or informally) and work with the Director of Undergraduate Studies and LLB Professional Services team to implement improvements.

Meeting attendance

Attendance and senior input into:

- All termly Student Staff Liaison Committee meetings;
- Annual Exam Sub-board and Progression board;
- Appropriate student social and alumni events.

Widening Participation

- To assist with Widening Participation activities, where appropriate.

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 ongoing substantial 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.