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 Assessment Administrator

Department/Division: Data Science Institute   **Accountable to:** Institute Manager

Job Summary

The postholder will have administrative responsibility for day-to-day matters relating to teaching and assessment within the Institute. They will act as the primary point of contact for students across the School taking DS courses.

Key tasks include:
- To administer all aspects of the Institute's teaching delivery from the course selection stage to assessment and results processing.
- To be responsible for teaching administration, assessment administration, and quality assurance and to contribute to continuous improvement of the Institute's processes and services in these areas.
- To liaise with a wide range of internal and external stakeholders to support teaching and assessment activities within the Institute.
- To provide a supportive learning environment for LSE students taking data science courses.

Duties and Responsibilities

Planning and organising

- Updating, maintaining and circulating Course Selection information to incoming students, managing course selection and seminar sign-up processes, and serving as the first point of contact for any course selection queries.
- Operating and maintaining effective information systems (SITS/LSE for You) on student records, including marks, assessments, course and seminar enrolments, and course guides.
- Organising and servicing the Institute Teaching Committee meetings and the Exam Sub-Board.
- Organising and managing the arrangements for submission of assessed coursework via Moodle, marking administration and the release of feedback and marks to students.

Communication

- Acting as the first point of contact for students from around the School who access the Institute's teaching; dealing with enquiries in a professional and timely manner, providing advice and

guidance, as necessary.

- Providing administrative support to members of academic staff in the Institute requiring assistance on DS course matters.
- Supporting and ensuring effective communication between the Institute, students taking DS courses and the School's central services by acting as the main contact for teaching related issues. Being proactive in providing information to students via e-mail, Slack and Moodle.
- Taking responsibility for course documentation including reviewing and maintaining Moodle course pages, as well as ensuring Moodle course pages are aligned with custom course webpages, online course guides and calendar entries.

Teamwork and motivation

- Contributing actively and positively to the administrative team and to the Institute.
- Organising and taking responsibility for own workload.
- Proactively contributing to and supporting the implementation of best practice developments.
- Assisting with student recruitment events such as Open Days, Offer Holder Calls, Q&A sessions and Welcome activities.
- Assisting with the design, development and delivery of student engagement activities and events, working with the teaching team and Communications and Events Manager.
- Assisting with Institute events at busy periods, including promoting events to students and on-the-day logistics, sometimes out of hours.
- Undertaking any other tasks required by the teaching team or Institute Manager.

Initiative and problem solving

- Managing own workload with minimal supervision and taking responsibility for advising academic staff and colleagues of upcoming deadlines, to ensure timely completion of tasks.

Liaison and networking

- Liaising with other LSE support services e.g., Student Services, Timetables and TQARO to ensure the smooth operation of teaching delivery and assessment processes.
- Establishing effective networks within the School or externally that support the processes involved in delivering DS courses.

Service delivery

- Coordinating arrangements for the course exams, including organising the production of exam papers, liaising with the External Examiners regarding proposed exam papers, collating and submitting student marks, liaising with Exams and Results, servicing the Institute's Exam Sub-Board meeting, liaising with the SSC regarding any assessment queries that arise from other departments and internally.
- Handling assessment extension requests and extenuating circumstance forms submitted by students.
- Providing an efficient, helpful, accurate and effective information service to students and staff.
- Respecting the confidentiality of sensitive information, recognising where a problem should be referred elsewhere.

Teaching and Learning Support

- Acting as a first point of contact for students with concerns or problems and referring them to the relevant service within the School as appropriate.

- Managing arrangements for all DS course assessments including marking allocation, the collation of student marks, production of mark frames, liaising with the External Examiners and Chair of the Exam Sub-Board regarding assessment processes and acting as secretary to the Exam Sub-Board.

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.