JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Programme Administrator (Maternity Cover)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Geography</td>
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<tr>
<td>Job type</td>
<td>Academic Administration</td>
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<tr>
<td>Grade:</td>
<td>4</td>
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<tr>
<td>Accountable to:</td>
<td>Department Manager</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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Purpose of the Post

Administration at Royal Holloway is organised into three Faculties and central College sections. This post is based within the Faculty structure and will be part of a team responsible for the smooth running of the Faculty and the support it provides to the College administration.

The post holder will be responsible for many tasks which vary in accordance with the administrative requirements throughout the academic year.

Key Tasks

The main responsibilities of the post are: Communication/

Teamwork/ Liaison

- First point of contact for Student enquiries
- Liaise with all Academic and non-academic departmental staff
- Examination assessment process

Service Delivery

- Maintenance of student admin and assessment records
- Production of course documentation
- Service committees
- Administration of programmes
- Provide administrative support for teaching staff
- Data entry
**Decision Making/Initiative & Problem Solving/Analysis & Research**

- Student course registration
- Monitoring student attendance and assessment submissions
- Assist Director of Undergraduate Programmes with overall administration of courses
- Assist Departmental Education Support Officer with administration
- Develop and refine office systems

**Planning and Organising Resources**

- Assist Admissions Tutor with administration of events and communications related to prospective students and student recruitment
- Collation of student feedback for the Annual Review

- Assist with organisation of events such as, careers sessions, graduation and social events.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.