# JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Departmental Administrator</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Management and Economics</td>
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<tr>
<td><strong>Grade:</strong></td>
<td>5</td>
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<tr>
<td><strong>Accountable to:</strong></td>
<td>Department Manager (Economics)</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. Royal Holloway has a robust and thriving staff development and promotion procedure and encourages staff to gain experience across the administration of the College.

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

Below are a range of duties that may be part of the remit of the post:

## Key Tasks

### Tasks

**Team Development and Supervisory Responsibilities**
- Work with administrators and Academics on teaching administration and progression matters
- Ensure students are aware of their responsibilities

**Communication/Teamwork/Liaison**
- Liaise with admin and academic staff

**Service Delivery**
- Maintenance of student admin and assessment records
- Administration of all aspects of attendance monitoring
- Administration of the Examination process
- Administration of the Undergraduate/Postgraduate induction and registration processes
- Servicing of Committees (minute taking, booking rooms, catering etc.)
- Populate content, maintain and update all Departmental webpages and social media platforms
- Ensure staff are fully trained on use of database system and webpage publication
Decision Making/Initiative & Problem Solving/Analysis & Research
- Ensure and maintain efficient and transparent office systems

Planning and Organising Resources
- Administration of student/staff meetings and student representative elections
- Publication of Undergraduate/Postgraduate materials on the website
- Produce marketing materials (poster, leaflets, handbooks, brochures etc.)
- Administrative support for teaching Programmes(s) and admissions processes

Sensory and Physical Demands
- Database entry
- Health & Safety Officer

Pastoral Care and Welfare
- DDA student welfare and support
- Student support and signposting students to College services

This task list should be read in conjunction with the appropriate “RHUL HERA Grade Role Profile”.

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.