**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Faculty Administrator</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Drama, Theatre and Dance</td>
</tr>
<tr>
<td><strong>Grade:</strong></td>
<td>5</td>
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<tr>
<td><strong>Accountable to:</strong></td>
<td>Department Manager</td>
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</tbody>
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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**

**Communication/Teamwork/Liaison**

- Contact for external and internal students with reception duties – visitors etc
- Liaise with academic departmental staff and college professional services

**Service Delivery**

- Administrative Support for financial management within the Department
- Updating the Head of Department’s diary
- Registration of all UG students on Banner
- Administration of assessed coursework/submissions on Moodle
- Assist departmental examination officer - entering marks on Gradebook and checking on non-submission.
- Assist with preparation/production of course handbooks/coursework materials/ reading lists/mark sheets
- Support Student Course Option Process
- Room bookings and arranging hospitality
- Assisting with financial processing, transactions and purchasing
### Decision Making/Initiative & Problem Solving/Analysis & Research
- Monitoring, ordering and maintenance of all office equipment, including photocopiers, printers and stationery.
- Administration of student attendance tracking
- Supporting the timetable process/seminar placement for all UG students
- Arranging departmental social events
- Archiving according to the retention schedule of assessed material

### Planning and Organising Resources
- Coordinate return of essay and feedback to students
- Update notice boards and departmental monitor
- Assisting with Welcome Week/student induction, Open Days and AVDs

### Sensory and physical demands/Work Environment
- Use of College and departmental software as appropriate including BANNER, Moodle and Agresso
- Porter and minor repair requests

### Pastoral Care and Welfare
- Administration of Extenuating Circumstances

Any other duties as required by the line manager or Head of Department that are commensurate with the grade

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