**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Faculty Administrator for Liberal Arts</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>School of Modern Languages, Literatures and Cultures</td>
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<td>Grade:</td>
<td>5</td>
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<td>Accountable to:</td>
<td>School Manager</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.

**Key Tasks**

The post holder to have a key responsibility and

- Provide support for the running of the Liberal Arts programme with another member of our administrative team and the programme director for Liberal Arts.
- Provide support for the running of the year abroad process for Liberal Arts students (language year abroad and International Year pathways).
- Assist and liaise with the Programme director for Liberal Arts, School Manager and Personal tutors on matters relating to student experience, welfare and progress.
- Liaise with colleagues in other departments for Liberal Arts matters (e.g. courses offered, student course choices, dissertations, attendance and progression issues).
- Provide support for the registration of all Liberal Arts students on Banner with other members of the administrative staff.
- Support the School Manager on staffing issues for Liberal Arts (teaching hours from other departments, external teaching contracts).
- Assisting with preparation of pre-registration forms for Liberal Arts students with Liberal Arts administrative lead, and processing of course choices.
- Provide support to the Liberal Arts Programme Director and Liberal Arts administrative lead to maintain database of Liberal Arts choices (including online as appropriate.)
- Assist the administrative team with timetabling issues to improve system support and communications with students.
- Report Liberal Arts student choices to all departments offering courses as part of the Liberal Arts degree.
- Communicate course choices to students and assist in resolving issues.
- Respond to queries from potential Liberal Arts applicants.
Below are a range of duties that are also part of the remit of the post.

The post holder will support the running of the Liberal Arts and be responsible for many tasks which vary in accordance with the administrative requirements throughout the academic year. This post relates solely to general administrative duties for the running of the Liberal Arts degree in SMLLC with other members of the SMLLC team. Below are a range of duties that may be part of the remit of the post:

The 14 hours will be required to be worked as follows: Thursdays and Fridays from 9 to 5 (14 hours).

Service Delivery
- Servicing of committee meetings as and when required.
- Administering the Undergraduate application process with other members of the administrative staff.
- Provide support for the registration of all Undergraduate students on Banner with other members of the administrative staff.
- Provide support in the work of Extenuating Circumstances and the run up to the exams period.
- Monitor Students’ Attendance Monitoring with other members of the administrative staff.
- Assisting the Academic Staff by entering marks on Gradebook and checking up non-submission of assignments with other members of the admin team.

Decision Making/Initiative & Problem Solving/Analysis & Research
- Monitoring student attendance and attendance tracking in accordance with UKVI and Tier 4 reporting requirements with other members of the administrative staff.

Planning and Organising Resources
- Manage the timetabling for courses for Liberal Arts with another member of the administrative staff.
- Planning and coordinating student options for Liberal Arts.
- Organising Social events for Liberal Arts students.

Sensory and Physical Demands/Work Environment
- Database and spreadsheet entry.
- Use of College Systems e.g. Banner, Infoview, Agresso, Moodle, ARC, Dashboard, Embark, Contensis.

Pastoral Care and Welfare?
- First port of call for all student issues.
- Signposting students to College services.

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.