Job Title: Faculty Administrator

Department / Unit: School of Law

Grade: 4

Accountable to: Department Manager

Responsible to: Head of School

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

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 minutes for departmental board

Decision Making/Initiative & Problem Solving/Analysis & Research
- Student course registration
- Monitoring student attendance
- Develop and refine office systems
Planning and Organising Resources
- Collation of student feedback for the Annual Review
- Assist with organisation of events including, Induction week, invigilation, social events and graduation
- Diary management for the head of school (additional PA duties as required)

Physical Demand
- Data entry

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.