

JOB DESCRIPTION

Job Title:	Administrator
Department / Unit:	Electronic Engineering
Grade:	4
Accountable to:	Department Manager
Accountable for:	n/a
Purpose of the Post	
<p>Academic Departments at Royal Holloway form an integral part of our student service delivery model. Along with colleagues in the Student Centre they deliver front facing services to staff and students.</p> <p>The Academic Departmental Administration at Royal Holloway is organised into three Faculties. This post is based within the Faculty of Science and is part of a single professional service which supports the student journey.</p> <p>The role of the Faculty Administrator is to support the administrative functions within the Department that support both Undergraduate and Postgraduate students, taking responsibility for certain processes within the team as appropriate. They will be expected to work closely with the rest of the team, use their own initiative, and to know when to seek guidance from senior colleagues.</p>	
Key Tasks	
<p>To work in close collaboration your line manager to successfully fulfil the following duties and responsibilities. This will involve:</p> <ul style="list-style-type: none"> • agreeing clear objectives with your line manager for delivery within your area of responsibility • seek development opportunities for yourself • ensuring that your oral and written communications are clear, consistent and in line with college standards • developing effective networks and working relationships with colleagues, sharing good practice as required. 	
Key Duties	
<p>The key areas of activity include:</p> <ul style="list-style-type: none"> • take minutes at Department meetings as requested by your line manager • financial responsibilities as agreed with your line manager, such as raising purchase orders and ordering supplies • support the arrangement of Department events such as: student inductions, conferences, careers and alumni events as appropriate • make and amend room bookings for one-off requirements • liaise with and support various academics with specific tasks in relation to their departmental roles • communicate with academics on a daily basis concerning students, attendance, course and departmental related matters and updates • register students on programmes and modules and record all changes to student registrations 	

- ensure that all UG/PG data is maintained effectively
- support the extensions process
- make sure that coursework submitted by students is processed correctly (including submission, distribution to teaching staff, collection and entry of results)
- collection and checking of examination papers, and any other examination administration as required by Line Manager
- enter attendance monitoring data as required and ensure the appropriate steps are taken when these are triggered
- in conjunction with other College administration ensure that reporting points for Tier 4 students are met
- collect and distribute Course Feedback questionnaires at the end of the Autumn and Spring terms, ensuring results are returned promptly to Student Administration
- alert your line manager to any students who you suspect may require additional support.

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.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

Internal:

- Academic departments – administrative and academic staff
- Student Services Centre
- Library
- Academic Quality and Policy Office

External:

- Speakers
- External examiners