# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Faculty Administrator (Psychology)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Psychology</td>
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<tr>
<td>Job type</td>
<td>Professional</td>
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<tr>
<td>Grade:</td>
<td>RHUL 5</td>
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<tr>
<td>Accountable to:</td>
<td>Senior Department Manager</td>
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<tr>
<td>Accountable for:</td>
<td>Not Applicable</td>
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## Purpose of the Post

Academic Schools/ Departments at Royal Holloway form an integral part of our student service delivery model. Along with colleagues in the Student Centre they are expected to be the authority on academic and non-academic service provision respectively and deliver all front facing services to staff and students.

The Academic Departmental Administration at Royal Holloway is organised into three Faculties. This post is based within the Faculty of Science in Department of Psychology, and is part of a single professional service which supports the student journey.

The role of the Postgraduate Administrator is to operate all administrative functions within the School that apply to the student group for which they are responsible. They will be expected to work closely with colleagues in other Professional Services, to be able to work with minimal supervision and to know when they need to seek guidance from senior colleagues.

The Academic Administrator will support the Department Manager in ensuring the efficient administration of the School/Department.

## Key Tasks

To work in close collaboration your line manager to successfully fulfil the following duties and responsibilities. This will involve:

1. Agreeing clear objectives with your line manager for delivery within your area of responsibility; support junior colleagues who will contribute towards these objectives; seek development opportunities for yourself.

2. Ensuring that your oral and written communications are clear, consistent and in line with College standards.

3. Developing effective networks and working relationships with colleagues, sharing good practice, as required.
The key areas of activity include:

### School Administration & Support

4. Take on financial responsibilities as agreed with your line manager.
5. Provide administrative support to the Director of Graduate Studies (DoGS) and liaise with programme directors.
6. Service the Staff Student Committee, including arranging and minuting SSC meetings.
7. Ensure that the PGR student Handbooks are ready for the start of session and that relevant web and intranet pages are up to date.
8. Support the arrangement of School events such as: conferences, careers and alumni events as appropriate.
9. Assist with publicity and marketing.

### PG Student Lifecycle Administration

10. Coordinate applications and offers.
11. Coordinate admissions and scholarships/maintenance/fees.
12. Prepare Welcome Week timetable.
13. Ensure that accurate Department timetabling requirements are supplied to the Timetabling Team and work with them to resolve any issues that arise.
14. Resolve any timetabling problems encountered by individual students.
15. Timetable examination revision sessions and final-year project presentations.
16. Manage the processes to register students.
17. Assist programme directors in relation to change of pathways and placement.
18. Ensure that coursework is processed correctly, from submission to mark entry.
19. Support course leaders as appropriate with administrative support for taught modules (hand-ins, seminar allocations etc.).
20. Ensure that reporting points for Tier 4 students are met.

### Pastoral care

21. Look out for students who may require additional support; encourage them to seek assistance from relevant College services and alert your line manager and these services as necessary.
22. Ensure that educational support is provided to those students assessed as needing it.
**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.

**Internal and external relationships**

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

- The Student Services Centre
- Student Administration
- Student Advisory and Wellbeing Services
- Human Resources
- IT Services
- Commercial Services
- Other professional services and academic departments