

## JOB DESCRIPTION

<b>Job Title:</b>	Student and Programme Administration Assistant
<b>Department / Unit:</b>	Student and Academic Services / School of Life Sciences and the Environment
<b>Job type</b>	Part Time, Permanent
<b>Grade:</b>	4
<b>Accountable to:</b>	Senior Student and Programme Administrator
<b>Accountable for:</b>	
<b>Purpose of the Post</b>	
<p>The Academic Administration at Royal Holloway is organised into six School Administration teams which are all part of the Academic Services directorate; a single professional service which supports the student journey. Administration teams have been designed to provide a consistent and effective service to both students and staff. This post is based within the School of Life Sciences and the Environment, which comprises of the academic departments of Biological Sciences, Earth Sciences, Geography, and Psychology.</p> <p>The Student &amp; Programme Administration Assistant role will be responsible for a variety of tasks and processes to support the delivery of academic programmes. The role holder will demonstrate a commitment to our shared vision and service standards. They will be expected to work closely with colleagues in the School of Life Sciences and the Environment as well as those across other academic and professional services areas, and to know when to seek guidance from senior colleagues.</p> <p>Academic administrators will support the School Manager (SM) in ensuring the efficient administration of the School. The Student &amp; Programme Administration Assistant role is responsible for the key tasks outlined below.</p>	
<b>Key Tasks</b>	
<p>Support student and programme administrative processes, working under the Student &amp; Programme Administration Manager and with the rest of the School Administration team. The core responsibilities will include:</p> <ol style="list-style-type: none"> <li>1. Supporting the delivery of the student and programme administrative lifecycle.</li> <li>2. Delivering excellent customer service to students and other stakeholders, including alignment with the College's Student First approach.</li> <li>3. Developing effective working relationships with colleagues, sharing good practice and increasing knowledge and understanding across different administrative areas, as required.</li> </ol>	

4. Being part of one or more Virtual Team networks run by relevant Professional Services in order to build relationships with staff working in the same functions in other schools, and to stay up to date with the latest information, training and best practice.

The Student & Programme Administration Assistant could be tasked with any combination of the following:

#### **Student and Programme Administration**

5. Undertaking academic timetabling processes and registration, including course and activity registrations.
6. Assisting with assessment and exams processes, particularly through managing assessment submissions.
7. Servicing school committees and meetings.
8. Assisting with results and graduation processes, including the recording of marks.
9. Administering student records processes, including the maintenance of data on the student record system and student files.

#### **Central Administration Support**

10. Administering recruitment and admissions processes, such as supporting recruitment events and admissions processes, including the administration of school scholarships and bursaries.
11. Undertaking wellbeing and student support processes, for example assisting with the provision of first line pastoral support to students and referral to Personal Tutors and central support services, as appropriate.
12. Assisting with academic investigations processes, such as requests for information and action in relation to academic investigations.

#### **School-Specific Administration**

13. The person in this role will be responsible for the administrative support for all field trips run within the School of Life Sciences and the Environment.
14. Assisting with the administration of the School's specialist locations, for example making ad hoc bookings and arrangements for customers to use the School's specialist space, where applicable.

#### **Other Duties**

The duties listed above may be varied from time to time as dictated by the changing needs of the College. The post holder will also be expected to undertake additional duties as appropriate and as requested by their manager.

All members of the School Administration team are responsible for supporting the School Helpdesk service and ensuring that it is adequately staffed during opening hours, which are subject to change in response to service offering and demand.

Although each Student & Programme Administration Assistant will be based in a single school, if the need arises they may be required to assist and provide cover in another school,

as required, in order to ensure that an outstanding level of service is maintained across the College.

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 post holder will be required to work closely with all colleagues within the School of Life Sciences and the Environment.

The following list is not exhaustive, but the post holder will also be required to liaise with colleagues in other areas, such as:

- Academic Services teams
- Marketing & Communications
- IT Services
- Administrative and academic staff in other schools