

JOB DESCRIPTION
Undergraduate Programmes Assistant, Accounting & Finance
Vacancy Ref: N468

Job Title:	Undergraduate Programmes Assistant	Present Grade: 4S
Department/College:	Accounting & Finance	
Directly responsible to:	Undergraduate Programmes Officer	
Supervisory responsibility for:	None	
Other contacts		
Internal: Academic members of staff and other support staff in the department. Contact with other departments / offices in the University (e.g. Student Support and Student Registry, ISS, Alumni Office, Admissions).		
External: Prospective students, external examiners and personal callers/enquirers, Ernst and Young, Alumni, other institutions.		
Major Duties:		
<ol style="list-style-type: none"> 1. Dealing with face-to-face enquiries during office opening hours. Typically, these will be students and academic or administrative members of staff. 2. Handling incoming telephone calls and forwarding to relevant members of the department or providing advice when appropriate. 3. Accurately recording coursework submissions, coursework and examination marks and chasing up any outstanding work on behalf of the UG Programmes Officer. 4. To provide data analysis on admissions(including Ernst and Young degree programme) to departmental colleagues and the University Centre, including production of weekly reports. 5. Developing and maintaining departmental webpages including pages for the Ernst and Young degree. This includes the production, presentation and maintenance of digital media e.g. videos 6. Managing and coordinating Ernst and Young degree related events such as taster evenings, in conjunction with departmental senior staff, colleagues at Ernst and Young and students/alumni. 7. Organizing, servicing and providing follow up action on Undergraduate Staff-Student committee meetings, including taking forward best practice ideas to Undergraduate Director and Head of Department. 8. Management of the Undergraduate LinkedIn webpage, in conjunction with the Undergraduate Programmes Officer. 9. Preparation and distribution of coursework to be returned to students. 10. Responsible for monitoring of student attendance, including inputting into LUSI and following up on poor attendance 11. Responsible for the collation of student feedback marks on a termly basis and accurate recording in a format to be distributed to the HoD and relevant academic staff. 12. Development and maintenance of new departmental references system, including working with external institutions and colleagues to train others in the system usage. To revise the system and streamline initial idea for best practice. To collate and manage reference requests in a timely manner. 		

13. Scanning of student multiple-choice question papers using the Optical Mark Recognition scanner.
14. Maintaining student records on LUSI and maintaining and amending student files.
15. Filing hard copy documents in student files
16. Photocopying study packs, weekly handouts and other course materials.
17. Assisting with maintenance of the relevant Moodle sites, including uploading course materials for external tutors
18. Assisting in sorting incoming and outgoing mail.
19. Under the guidance of the departmental Safety Officer, prepare and co-ordinate the Health & Safety forms for Accounting & Finance students on placement
20. Provide secretarial cover for the Undergraduate Office in the absence of the Undergraduate Programmes Officer.
21. In the absence of the Departmental Officer, carry out travel and catering bookings for members of staff within the department.
22. Efficiently report faults with equipment/facilities in the department as advised by members of staff
23. Any other duties as directed by the Undergraduate Programmes Officer, Department Officer, Administrator or nominated representative.