

JOB DESCRIPTION
Postgraduate Programmes Officer, Accounting & Finance
Vacancy Ref: N574

Job Title:	Postgraduate Programmes Officer	Present Grade: 6S
Department/College:	Accounting and Finance	
Directly responsible to:	Head of Department and MSc Programme Manager	
Supervisory responsibility for:	PG Support Team	
Other contacts		
Internal:		
<ul style="list-style-type: none"> LUMS staff (administrative and academic) and students; University central services, in particular Student Registry, Quality Support Office, ISS and PG Admissions Office. 		
External:		
<ul style="list-style-type: none"> External examiners, alumni, other academic institutions, business organisations, prospective students. 		
Purpose:		
<p>The Postgraduate Programmes Officer will provide comprehensive administrative support for all postgraduate taught (PGT) programmes within the department (currently MSc and MRes).</p>		
Major Duties:		
<u>Staff management</u>		
<ul style="list-style-type: none"> Manage PG support team Conduct appraisals for PG support team and participate in appraisal training events 		
<u>Course preparation and delivery</u>		
<ul style="list-style-type: none"> Prepare preliminary timetable for subsequent room booking Prepare, proof and finalise intro. week material including Course Handbook Help conduct 600 and 700 series course selection process and prepare module choice forms Schedule and oversee all deadlines to be met by academic staff including external tutors Liaise with Departmental Administrator to schedule teaching support from GTAs 		
<u>Pastoral care</u>		
<ul style="list-style-type: none"> Assist with specific advice to students regarding course registrations, changes, academic progress, or potentially termination of studies (with Director) Monitor student attendance and take remedial action in cases of student absence Organise student course and social representatives 		

Assessment

- Establish an examination timetable, taking account of course and other (room) constraints
- Assist invigilation (with Director) and be on hand to resolve problems, and in case of cheating etc., call in Registry
- Ensure timely marking, moderation and resolution of mark disputes
- Same for resits, summer dissertations and resubmissions
- Apply appropriate coursework and plagiarism penalties
- Liaise with plagiarism investigations and other standing academic committees
- Draw up schedule of marks for (and attend) four interim exam boards (Feb, May, Oct x 2)
- Organise and prepare paperwork for Mitigating Circumstances Committee meetings prior to each Exam Board
- Contact external examiners, communicate course structure and assessment issues and arrange dissemination of exam material
- Prepare documentation for final exam boards, attend, take minutes and prepare final paperwork afterwards
- Advise students on the selection of resit papers, both in number and by course (with Director)

Quality assurance

- Draft, prepare and finalise Annual Teaching/Programme Reviews
- Prepare, proof and maintain accreditation documentation, e.g. for AACSB
- Maintain source material for use in listing and ranking exercises, such as FT, etc.
- Assist with new programme development, drawing up and negotiating documentation, attending relevant committees to oversee process
- Interact with external accreditation bodies, e.g. CFA, EQUIS, in collaboration with the Departmental Administrator
- Review student feedback scores with Director

Marketing and residual admissions activity

- Prepare source material for use in LUMS Marketing
- Prepare source material, monitor and proof University PG prospectus
- Deal with programme enquiries
- Finalise and distribute joining instructions
- Maintain dept PG web pages
- Implement arrangements with partner institutions (Catolica)

Careers and alumni

- Liaise with LUMS careers sessions and provision
- Liaise with employers and LUMS internship programmes
- Communicate these to students where required
- Oversee the collation of data for alumni purposes.
- Allocate CFA study scholarships
- Contact relevant alumni to prepare and present a selection of profiles each year for inclusion on the web

Committee work

- Organise, attend and contribute to staff-student meetings and take minutes
- Organise, attend and contribute to Annual Teaching/Programme Reviews
- Attend GMS/PG Directors meetings when appropriate
- Attend regular progress meetings with HoD, Director, Deputy Director and Departmental Administrator