

JOB DESCRIPTION

Vacancy Ref: N068

Job Title: Undergraduate Co-ordinator (Part 1 and Collaborative Degree Schemes)	Grade: 5
Department/College: Accounting and Finance	
Directly responsible to: Head of Department/Undergraduate Co-ordinator (Part II)	
Supervisory responsibility for: N/A	
<p>Other contacts</p> <p>Internal:</p> <p>The post-holder is required to liaise with and coordinate the activities of a wide range of academic and support staff including:</p> <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 UG Admissions Office. <p>External:</p> <ul style="list-style-type: none"> • External examiners • Alumni • Other academic institutions • Business organisations • Prospective students. • 	
<p>Major Duties:</p> <p>Lancaster University Management School (LUMS), one of the highest ranked Management School's in the UK, is looking to appoint an ambitious, enthusiastic and effective Undergraduate Co-ordinator to work within the Department for Accounting & Finance.</p> <p>The Undergraduate Co-ordinator will provide comprehensive administrative support for all Part 1 Undergraduate courses and collaborative degree schemes.</p> <p>Major duties will include:</p> <p>Undergraduate Courses Support</p> <p><i>Providing efficient support to the Undergraduate Office in the Department, including:-</i></p> <ul style="list-style-type: none"> ♦ Making arrangements for the registration of incoming Part I students for the Undergraduate programmes in the Department and advise students of the course options/requirements. Manage the quota system for the popular and expanding Ac.F100 module. In collaboration with the Part II Undergraduate Co-ordinator, making arrangements for the continuing Part II students to course modules within the department and other Management School courses, and advise students of the course options/requirements. ♦ Co-ordinating the marking and moderation process of the final Part I examinations. Participating in the internal Part I exam board and producing the meeting minutes for departmental records. In collaboration with the Part II Undergraduate Coordinator assisting with the preparation and operation of Part II examinations and other assessment, supporting the marking and moderation process for all assessed work for undergraduate programmes. Occasional invigilation duties may be required. 	

- ♦ Updating all records, for both files and the Lancaster University Student Information database (LUSI) relating to all students studying Undergraduate courses with the Department. Creating and maintaining EXCEL spreadsheets containing undergraduate student CWA and Examination marks for Part 1.
- ♦ Maintaining tutorial group lists and monitoring/recording poor attendance, in collaboration with the Part II Undergraduate Co-ordinator or Course Directors.
- ♦ Allocating students into tutorial groups and making arrangements for additional groups as required. Following up poor and non-attendance at tutorials.
- ♦ Making arrangements for Part I welcome events and talks for undergraduate students.
- ♦ Monitoring undergraduate coursework submissions.
- ♦ Responsibility for administrative matters relating to the Undergraduate collaborative degree offered by Sunway College, Kuala Lumpur, Malaysia, and GD Goenka World Institute, India including supporting the marking and moderation process for examinations. Communication and correspondence with the College contact/Departmental Co-ordinator.
- ♦ Providing cover for the Part II Undergraduate Co-ordinator as required.
- ♦ To provide assistance, as required, for the Undergraduate Co-ordinator and Undergraduate Directors in other areas of the Undergraduate programme.

Student Support

To provide a support service to all students on the Undergraduate Programmes, with input from the Undergraduate Director(s)/Undergraduate Co-ordinator and Department Administrator, including:

- ♦ Where necessary, to refer students to appropriate support mechanisms across the University and to ensure the Undergraduate Secretary/Co-ordinator is aware of any individual student cases likely to require further support within the Department or beyond. Liaise with Student Registry on any Part I individual student cases requiring further action.
- ♦ Responsibility for the Part I mid-sessional reporting process and for referring individual cases to the Part I Director as appropriate. Ensuring that related documentation is completed.
- ♦ Responsibility for supporting Part I students with special needs, by ensuring that course tutors are informed of any requirements, and by providing additional materials and making alternative arrangements for exams/tests.

Undergraduate Admissions

- ♦ Ensure the effective processing of enquiries and applications for the BSc Accounting, Auditing and Finance degree scheme (run in collaboration with Ernst & Young and ICAS). Liaise with the Programme Director/Ernst & Young contact through to the completion of process.
- ♦ Occasionally responding to other admissions enquiries from potential students, with input from the nominated academic careers representative for the Department.

Department Literature

- ♦ Supporting Course Directors and Lecturers in the printing and photocopying of course documentation and learning materials.
- ♦ Updating Part I student guides and related materials.

- ♦ Updating and maintaining web pages relating to Part I Undergraduate matters.
- ♦ Ensuring timely production and dissemination of course documentation and learning materials for undergraduate modules. Ensuring printing deadlines are adhered to by external printing sources.

Careers Support

- ♦ Communicating with students regarding any University and School events in relation to careers – e.g. recruitment fairs, employer visits and skills support.
- ♦ Maintain the careers notice board.
- ♦ Make arrangements for external careers events (room bookings, catering etc.)
- ♦ Organise careers workshops for the departmental Careers Advisor and keep a diary of student appointments.

Finance Support

- ♦ Maintaining on-line payment systems for study packs.
- ♦ Manage the Ernst & Young project account including the submission of invoices, travel claims etc and reconciliation of monthly expenditure. Using Agresso to record the finance information relating to this account.

Other duties

- ♦ Production of letters of reference for Part I students, with input from the teaching faculty where appropriate.
- ♦ Confirm attendance records for student visa applications.
- ♦ Supervision of temporary staff/PHD students working in the undergraduate office on tasks that are the responsibility of the postholder. Set tasks and ensure that these are fulfilled correctly.
- ♦ Co-ordination of invigilation duties for Part I assessments.
- ♦ Responsibility for the nomination process of Part I student representatives and communication with the elected student reps. Participation in the termly staff-student committee meetings.
- ♦ Keeping accurate records of the Department's Part I undergraduate activities and providing data returns and other materials for regular or occasional internal and external quality assurance audits.
- ♦ To undertake any other duties, or training and development, appropriate to the grade of the post as required.