

**JOB DESCRIPTION**  
**Undergraduate Course Coordinator, LUMS**  
**Vacancy Ref: N272**

<b>Job Title:</b> Undergraduate Courses Coordinator	<b>Present Grade:</b> 4
<b>Department/College:</b> LUMS Undergraduate Office	
<b>Directly responsible to:</b> Undergraduate Admissions and Operations Manager	
<b>Supervisory responsibility for:</b> NA	
<b>Other contacts</b>	
<p><b>Internal:</b> Programme Directors; the Undergraduate Office secretarial and administrative staff; the Dean's Office; other academic administrative and secretarial staff within the Management School; undergraduate students; staff within the University administrative offices.</p> <p><b>External:</b> Prospective Students, Parents, Teachers and External Suppliers</p>	
<b>Major Duties:</b>	
<p>The post of Undergraduate Courses Secretary will support the professional management of undergraduate studies within the Management School.</p> <p><u>Undergraduate Studies Support</u></p> <ol style="list-style-type: none"> <li>1. To provide support for the academic work of the Undergraduate Office, including the preparation of course handbooks, class lists and registers.</li> <li>2. To receive, collate and distribute all undergraduate coursework for the consortial degree programmes. To maintain details of past course assignments and examination papers and make these available to staff and students when required.</li> <li>3. To act as the first point of contact in the Undergraduate Office, to provide advice and help to all consortial students with respect to academic issues, liaising with colleagues where necessary.</li> <li>4. To assisting with Part I and Part II registrations, inputting course choices and ensuring that individual student choices fit within the parameters of the degree programme.</li> <li>5. To organise arrangements for examinations, progress chasing on continuous assessment and marking of exam scripts, together with the associated monitoring of student progress with tutors, particularly regarding attendance.</li> <li>6. To maintain up-to-date marksheets for Undergraduate students and to provide statistical information on past and present students as and when requested, to input data to the student record system.</li> <li>7. Full collation of marks for the core modules of the consortial degree schemes, for approximately 900 students.</li> <li>8. To deal with changes relating to seminars and workshops, including allocating, monitoring and maintaining student groups.</li> <li>9. To assist the organisation of the internal and external examination boards, and to take an</li> </ol>	

accurate record of the meetings.

10. To assist in the maintenance and updating of databases, with particular regard to the LUSI system, and ensuring University Policy and Data Protection is adhered to.
11. To maintain LUVLE (Lancaster University Virtual Learning Environment) websites and ensure appropriate teaching staff and tutors have the required access to them. Monitor and maintain LUVLE sites for core courses, posting material as and when required.

#### Admissions and Recruitment Support

12. To work closely with the Undergraduate Admissions and Recruitment Assistant, dealing with pre-admission enquiries via telephone, email and in person.
13. To assist with the production of offer letter packs to applicants (approximately 5,000 per year).
14. To support the successful organisation and running of various Visit Days/Open Days throughout the year.

#### Undergraduate Office Support

15. To co-ordinate the recruitment of LUMS Ambassadors and Tour Guides, arrange contractual information and process payments.
16. To assist with the event management for all Undergraduate Office activities, including the Careers and Placement fairs, International recruitment events and the annual end-of-year BBA social
17. Ensure UG Office printers are adequately stocked and maintained, and re-order replacement supplies when necessary. Undertake photocopying on behalf of members of staff as and when required.
18. Monitor UG Office noticeboards, updating as required and ensuring only authorised literature is displayed.
19. To provide cover for colleagues within the Undergraduate Office at busy times and during periods of leave, as appropriate.
20. To provide cover for departmental support staff where necessary.
21. Undertake any other duties as required appropriate to grade.