

# JOB DESCRIPTION

**Postgraduate Programmes Coordinator**, **Faculty of Health and Medicine**

**Vacancy Ref: 0860-24**

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| **Job Title:** Postgraduate Programmes Coordinator | **Present Grade:** 5S |
| **Department/College:** Faculty of Health and Medicine | |
| **Directly responsible to:** Postgraduate Student Programmes Officer | |
| **Supervisory responsibility for:** N/A | |
| **Other contacts** |  |
| **Internal:** Academic and support staff across the Department of Health Research, Faculty of Health and Medicine and the other faculties, postgraduate students, central Postgraduate Admissions and Enquiries Teams, Registry staff and other relevant Professional Services staff. | |
| **External:** Prospective students, external examiners and other external stakeholders, sessional teaching and assessment staff, other goods and services suppliers. | |
| **Main Duties:**  Provide a high standard of academic related administrative support to the Faculty’s postgraduate programmes, including contributing to marketing, recruitment, and conversion activities and with a substantive focus on student support, under the guidance of relevant Programme Directors, the Faculty Manager and Postgraduate Student Programmes Officer. The post-holder will be expected to be able to work across all programmes within the Faculty but will have first line responsibility for postgraduate programmes within the Department of Health Research.  **Programme Administration**   * Responsible for the day-to-day administration of specific postgraduate programmes in liaison with the Programme Director(s), including:   + - the preparation, updating and distribution of postgraduate programme materials including content on the Student Digital Portal, module outlines and teaching resources includes the creation of Moodle (VLE) sites for course materials and electronic assignment submissions     - maintaining student records in line with University policy and the General Data Protection Regulations     - supporting the student evaluation process by coordinating module and programme questionnaires and reporting results.     - Supporting programme quality assurance processes * Assist the Programme Directors and provide support for assessment and examination, including: * ensure that marking/moderation of coursework and exams are completed in a timely fashion, marks are entered accurately on to LUSI and results are published and communicated appropriately * Preparing correct information for exam boards and servicing the exam board meetings * coordinating arrangements with External Examiners.   **Operational Support**   * Provide help and advice to postgraduate students with regard to their programme and assessment or with respect to pastoral and welfare issues, signposting them to other university services where necessary, as well as referring any issues of an academic nature to the Programme Directors. * provide support for events such as induction, registration and graduation * service Programme Committees e.g. stakeholder meetings and education committees   **Recruitment and Admissions**  Be responsible for some limited aspects of the admissions process, including:   * + - Liaising with the central PG Admissions Team as necessary to ensure that appropriate correspondence is sent out to applicants regarding e.g., scholarships and visas     - managing scholarship funding competitions     - To make preparations for induction, including organizing any induction events as necessary.     - Making arrangements for short-listing and interviews, in liaison with the Programme Director.     - Contribute to recruitment and conversion activities including promoting Faculty programmes at Open Days and Visit Days, developing relationships with offer-holders by providing advice and information on all aspects of the programmes offered as well as general information regarding the Faculty/University.   **Other**   * Produce management reports relating to current students as required. * Work with colleagues in reviewing and updating procedures and systems in order to ensure a high level of customer service to both students, applicants and staff. * Be a point of escalation for any queries from the Postgraduate Assistant. * Liaise with representatives of external organisations e.g. Professional Bodies and with students and clients/employers, always maintaining a professional customer care approach. * To carry out any other duties appropriate to the grade as required by the Postgraduate Office or Faculty Manager. * Participate in continuing professional development. | |