

**JOB DESCRIPTION**

**Undergraduate Assistant**

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| **Job Title:** Undergraduate Assistant (Programme Support) | **Present Grade:** 4S(0.6FTE) |
| **Department/College:** Lancaster Medical School, Faculty of Health and Medicine | |
| **Directly responsible to:** Primary Care Programme Officer | |
| **Supervisory responsibility for:** NA | |
| **Internal:**  The post-holder is required to liaise with and coordinate activities with a number of internal staff and students:  • Lancaster Medical School academic and administrative staff  • Clinical Teaching Fellows  • Undergraduate medical students across all year groups  • Faculty of Health and Medicine staff  • Other University Departments, Finance, Library and ISS, Print-Unit, Facilities and Hospitality, Central Administration  **External:** GP practices, NHS administrative and clerical staff, Voluntary, charitable organisations, schools and centres for children and adults with disabilities, Clinical and administrative staff from local NHS Trusts. | |
| **Major Duties:**  To provide administrative support for the delivery of undergraduate programmes at Lancaster Medical School particularly in the following areas:   * Act as a point of contact in all matters related to the primary care components of the MBChB course * To be responsible for attendance monitoring and absence recording for all year groups, ensuring this is done in a timely manner and ready to present to senior colleagues and Trusts as required. To include responsibility for producing attendance reports for progression reviews * Assist with the preparation and distribution of the service contracts to be agreed annually by all external providers of the primary care placements * Assist with timetabling and production of handbooks for primary care supervisors and students * Printing teaching materials, registers, evaluation forms and other associated documents for the Clinical Teaching Colleagues * Working closely with members of the Primary Care Team to organise workshops and training events * Maintain a comprehensive record of student drivers * To take minutes and record action logs for team meetings * To assist the School Manager, Quality Manager, Project Manager, Programme Officer and Departmental Officer with ad hoc administrative tasks. * To provide cover for other members of the professional service team as needed. * To assist in progress reviews, exam invigilation, portfolio events, MMIs and other Lancaster Medical School events * To carry out any other duties appropriate to the grade as required by the Head of Division or nominee. | |