

**JOB DESCRIPTION**

**Undergraduate Assistant**

|  |  |
| --- | --- |
| **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.
 |