

Job Description Vacancy Ref:

Job Title: Undergraduate Assistant (Programme Support)	Present Grade: 4 (0.6fte)
Department/College:	Lancaster Medical School
Directly responsible to:	Student Programme Officer
Supervisory responsibility for: n/a	
Other contacts	
Internal: Lancaster Medical School academic, clinical academic and administrative staff; undergraduate medical students; Faculty of Health and Medicine staff; Library and Professional Services staff.	
External: Clinical and administrative staff from local NHS Trusts.	
Major Duties: 1 To provide administrative support for the delivery of undergraduate programmes at Lancaster Medical School particularly in the following areas: • 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 • To assist the undergraduate coordinators with the administration including clinical placements and associated teaching of MBChB degree programmes. • To assist the undergraduate coordinators with maintaining the Kaizen eportfolio system. • To assist colleagues in the medical school with travel arrangements, including booking flights and accommodation • To be secretary to various LMS departmental meetings and regular meetings with our partner Trusts. • To take responsibility for inputting key programme dates into the LMS shared calendar, ensuring this is updated and accurate at all times • To assist in progress reviews, exam invigilation, portfolio events, MMIs and other Lancaster Medical School events 2 To assist the School Manager, Programmes Manager and Officers with ad hoc administrative tasks. 3 To provide support to senior staff responsible for Moodle.	

- 4 To provide cover for other members of the support staff team including proactive support for the team of Undergraduate Coordinators (Years 1 -5 and Primary Care) or as required by the Programme Officer.
- 5 To be responsible for the monitoring and ordering of departmental stationery.
- 6 To carry out any other duties appropriate to the grade as required by the Head of Division or nominee.