

JOB DESCRIPTION

**Undergraduate Part I Coordinator including Web and Social Media, English and Creative Writing
Vacancy Ref: N1105**

Job Title: Undergraduate Part I Coordinator including Web and Social Media	Present Grade: Grade 5
Department/College: English and Creative Writing	
Directly responsible to: Departmental Officer	
Supervisory responsibility for: N/A	
Other contacts	
<p>Internal: A wide range of academic and administrative staff in the Department, FASS (Faculty of Arts and Social Science), the Student Registry and wider central administrative sections of the University.</p> <p>External:</p>	
Major Duties:	
<ol style="list-style-type: none"> 1. To provide an efficient administrative service to all staff and students in the Department with major responsibility for 2 areas: Part I and Web/Social Media. 2. To have primary responsibility for all administrative duties relating to first-year undergraduate students in the department. Duties include: <ul style="list-style-type: none"> • act as first point of contact for first-year UG students with enquiries/difficulties. • prepare for and attend Part I enrolment and other Part I activities during Intro. Week including preparation of the Departmental Contract, arranging online student seminar sign-up. • ensure electronic groups are set up on Moodle and maintain Part I Moodle sites. • raise and update student files; recording and monitoring student absences; liaising with tutors and central administration when necessary. • log-in of Part I essays/coursework, distribution of coursework to tutors and entering coursework and exam marks on student record cards and on LUSI. • type exam paper and distribution of exam scripts to tutors; working closely with the Director of Part I Studies on the Virtual Part I Exam Board including running reports from LUSI. • update the Part I Student Handbook each year and arrange for it to be printed. 3. To have a proactive and innovative role in terms of the Department's virtual identity including: <ul style="list-style-type: none"> • updating web pages and website. • advertising events using a range of current and emerging social media eg. Facebook, Twitter etc. 4. To assist in organising departmental events. <ul style="list-style-type: none"> • Including arranging catering, room bookings, advertising. 5. To work in conjunction with the Part II Coordinator and have primary responsibility for AYA students. <ul style="list-style-type: none"> • Including enrolling students on courses, typing and logging out/in of take-home papers, attendance monitoring. 6. To minute the Creative Writing Program meeting and other meetings when required. 7. To update LUSI online course search handbook. 8. To assist Departmental Officer with admin duties when necessary. 9. To provide a secretarial/clerical service to members of academic staff, as other commitments permit. 10. Any other duties appropriate to the grade of the post, as directed by the Departmental Officer, Director of Part I Studies and Head of Department. 	