JOB DESCRIPTION
Undergraduate Programme Coordinator
Vacancy Ref: N1479

<table>
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<tr>
<th>Job Title:</th>
<th>Undergraduate Programme Coordinator</th>
<th>Present Grade:</th>
<th>5S</th>
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<tr>
<td>Department/College:</td>
<td>Management School, Undergraduate Office</td>
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<td>Directly responsible to:</td>
<td>Deputy Undergraduate Manager</td>
<td>Supervisory responsibility for:</td>
<td>N/A</td>
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Other contacts
Internal:
Programme Director, academic tutors and current students of UG Office degree programmes, administrative staff within Management School, central administration including Student Based Services (Registry; colleges and accommodation), Management School careers team
External:
Prospective students, partner universities, external accreditation bodies, external examiners and others as required

Job Purpose:
To provide a high standard of academic related administrative support to degree programmes within the UG Office. The post holder will have initial responsibility for the BBA Business Administration; International Business Management and Management Studies and European Languages. The post holder will be expected, as part of a team to support the administration of Business Management.

Major Duties:

1. Provide advice and guidance to undergraduate students registered on UG Office programmes and modules, in accordance with academic guidelines, and assist the Programme Director in advising on their suitability for programmes and modules.
2. Manage all student enrolments for the programme and modules.
3. Responsible for monitoring student attendance at compulsory sessions as part of their degree and other related in-year progress monitoring liaising with students, staff and central services where appropriate. To provide regulatory advice and to compile assessment reports for disciplinary action in collaboration with the Programme Directors.
4. Provide assistance to the Programmes Leaders from partner institutions in relation to direct-entry students and their progress.
5. Responsible for maintaining the undergraduate student record (paper and electronic) in line with University policy and the Data Protection Act ensuring that the LUSI (Lancaster University Student Information system) record is accurate and up to date.
6. Support students in preparation for and during their time studying at a partner institutions abroad.
7. Provide pastoral support to students, identifying problems and possible solutions and escalating complex to supervisor and Programme Director as appropriate.
8. Support the assessment process for students to include:
   a. Preparation and calculation of results including mark conversion for partner institutions
   b. Servicing exam boards
   c. The provision of advice and guidance in line with University regulation
9. Responsible for the composition, publication and distribution of materials and information via:
   a. Programme Handbooks
   b. Social media
   c. Virtual Learning Environment (Moodle)
10. Coordinate and provide support for staff student committee meetings and service other programme
meetings as required e.g. examination boards

11. Liaise with Management School Departments as appropriate in relation to programme and module information, enrolment and timetabling

12. Support the recruitment process to UG Office degree programmes by providing advice and guidance to prospective students at Open Days, Applicant Visit Days and other events, as required by the LUMS student recruitment team

13. Provide support and cover within the office during busy times and holiday periods

14. Undertake other duties appropriate to the role as required by line manager or other senior member of the Management School