JOB DESCRIPTION
Programme Coordinator
Vacancy Ref: N1485

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Postgraduate Coordinator</th>
<th>Present Grade:</th>
<th>5S</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>Linguistics and English Language</td>
<td>Directly responsible to:</td>
<td>Departmental Officer</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>N/A</td>
<td>Other contacts</td>
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<tr>
<td>Internal:</td>
<td>Head of Department, Director(s) of Postgraduate Studies, PG course conveners, Departmental administrative staff, Faculty Office, Central admissions office, other colleagues in central administration, teaching quality support office.</td>
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<tr>
<td>External:</td>
<td>External Examiners, prospective and current students, visitors, general public</td>
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**Major Duties:**

1. To take responsibility for the effective day to day running of the LAEL postgraduate programmes, ensuring that an efficient support service is provided to teaching staff and students and initiating process from central and Faculty administration.

2. To have primary responsibility for secretarial and clerical duties relating to postgraduate students in the department.

3. To arrange teaching timetables in liaison with staff and central timetabling.

4. To deal with enquiries relating to MA and PhD courses.

5. To process postgraduate applications via the CRM system.

6. To process funding application forms in conjunction with the member of academic staff responsible for funding.

7. To process PhD confirmation panels and the annual review process.

8. Assist tutors with the arrangements for PhD vivas.

9. To arrange student interviews on the instruction of PG Director of Studies.

10. To raise and update postgraduate student files, including modular courses taken; marks awarded; recording absences; updating statistics etc., liaising with tutors and central administration when necessary.

11. Record and distribute all MA modular essays and dissertations.

12. To prepare agenda/documentation as required and minute Committees as directed, to include the MA Studies Committee.

13. To service Departmental meetings as required.
14. To organise and minute the MA Examiners’ Board, liaising with the Director of Postgraduate Studies, Course Convenors, and External Examiners as appropriate.

15. To organise Department PG Reception, PG Graduation event, PG Lake District walk, and other social events as required.

16. To organise Intro week events and meetings for postgraduate students.

17. To update course guidebooks as necessary, in conjunction with the Directors of Studies, and prepare them for printing.

18. To provide first line pastoral care, dealing with students and referring on for further support where appropriate.

19. To assist the Departmental Officer in duties as directed.

20. To provide cover for colleagues, particularly PG related, as required.

21. To provide administrative support to members of academic staff, as other commitments permit.

22. Any other duties appropriate to the grade of the post, as directed by the Head of Department, Director(s) of Postgraduate Studies or Departmental Officer.