

**JOB DESCRIPTION  
Undergraduate Co-ordinator**

<b>Job Title:</b> Undergraduate Co-ordinator (0.39fte)	<b>Grade:</b> 5
<b>Duration:</b> Indefinite	
<b>School/College:</b> Department of Sociology	
<b>Directly responsible to:</b> Departmental Officer	
<b>Supervisory responsibility for:</b> N/A	
<p><b>Other contacts:</b></p> <ul style="list-style-type: none"> <li>- <b>Internal:</b> Undergraduate students; a wide range of academic and professional services staff in the Department, FASS (Faculty of Arts &amp; Social Sciences) Faculty Office and centrally-based staff.</li> <li>- <b>External:</b> Prospective undergraduate students and visitors.</li> </ul>	
<p><b>Major Duties:</b></p> <ol style="list-style-type: none"> <li>1. Responsible for the administration of the department's undergraduate schemes of study (excluding Social Work but including Applied Social Studies). Duties include: <ul style="list-style-type: none"> <li>• assuming day to day responsibility for all matters concerning the progress of undergraduate students in the department, including: <ul style="list-style-type: none"> <li>○ maintaining up to date records for all students;</li> <li>○ registering changes of course/modules;</li> <li>○ recording all essays handed in and marks awarded;</li> <li>○ dealing with undergraduate essay extensions;</li> <li>○ preparing Standing Academic Committee assessment reports;</li> <li>○ preparing and calculating final marks for presentation to external examiners.</li> <li>○ timetabling</li> </ul> </li> <li>• Organisation of enrolment for the department's undergraduates into year 2 and year 3.</li> <li>• Allocating students to seminar groups for larger courses and maintaining liaison between lecturers, postgraduate tutors and students.</li> <li>• Providing the first point of contact for students requesting help with academic and/or welfare issues and as necessary, providing guidance and, where applicable, encourage students to take advantage of specific areas of academic and/or counselling support.</li> <li>• Monitoring undergraduate student attendance and welfare.</li> <li>• Administering student intercalations and monitoring conditions for return.</li> <li>• Liaison with staff with regard to student illness and other problems brought to the attention of the office.</li> <li>• Liaison with colleagues in central professional services and other departments etc. as appropriate.</li> <li>• Responsibility for preparation of teaching material and publicity information, updating undergraduate Handbooks, Undergraduate Prospectus, Study Guides and Course Readers and seeking copyright permission.</li> <li>• Maintaining Moodle sites and ensuring copyright forms are completed.</li> <li>• Registration and monitoring of JYA and Erasmus Exchange Students - including liaison with the International Office. Ensuring examination requirements are met.</li> </ul> </li> <li>2. To provide support for the timetabling of undergraduate modules in the department.</li> </ol>	

3. To organise and support the Department's Undergraduate Committee and Undergraduate Boards of Examiners.
4. To provide cover for other administrative/support staff during absences and maintain knowledge of work across all areas of the department as part of the support team.
5. To undertake any necessary training and development.
6. To undertake such other duties appropriate to the grade as may from time to time be required by the Department as directed by the Departmental Officer and / or Head of Department.

*Last updated 17 October 2017*