**Job Title:** Undergraduate Assistant  
**Vacancy Ref:** N1527

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<thead>
<tr>
<th><strong>Present Grade:</strong></th>
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<tr>
<td><strong>Department/College:</strong></td>
<td>Organisation, Work &amp; Technology, LUMS</td>
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<td><strong>Directly responsible to:</strong></td>
<td>Departmental Officer</td>
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<td><strong>Supervisory responsibility for:</strong></td>
<td>None</td>
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**Other contacts**  
**Internal:**  
Students; OWT academics and professional services staff, particularly the Undergraduate Programme Directors; LUMS academic and professional services staff; staff within the Central University Administration including, Information Systems  
**External:**  
Prospective and current students; external tutors; UK and overseas sponsors and funding bodies; academic institutions; alumni; referees; professional bodies.

**Major Duties:**  
To assist the Undergraduate Programme Directors, Departmental Officer and Undergraduate Coordinator in providing administrative support for undergraduate programmes, with particular responsibility for:

1. To provide a range of clerical support in the administration of the OWT undergraduate teaching programmes, including:  
   - assist with the manual and on-line enrolment of undergraduates in OWT;  
   - provide information to undergraduate students on lecture and seminar timetables, examinations and other general matters;  
   - maintain and up-date as necessary student records of attendance and course performance via attendance check-in;  
   - undertake any correspondence necessary in respect of undergraduate attendance check-in examinations;  
     - Assist with progress and attendance monitoring and send out emails regularly to follow up on non-attendance;  
     - Assist with seminar allocations and help with timetable clashes or issues;  
     - Assist with putting together group lists and allocations for group assessment modules;  
   - process students’ assessment(s), coursework and examinations including recording of marks and submissions, scanning material for external examiners;  
   - book rooms

2. To assist the Undergraduate Programme Directors, Module Convenors and teaching Staff (Part I and Part II) with routine clerical tasks.

3. To provide administrative support to the Study Abroad/Exchange Programmes Tutor (Study Abroad incoming and outgoing students) and be the contact point for international students. Co-ordinate and organise the enrolments of and allocation of seminar groups to Study Abroad/Erasmus students on Part I and Part II modules, and ensure assessment requirements are fulfilled for relevant visiting periods.

4. To receive incoming mail, telephone calls, fax, e-mail and respond or redirect as appropriate.

5. To provide support for servicing departmental meetings as required.
6. To assist the Departmental Officer in providing administrative support during busy periods.

7. Undertake daily/weekly/monthly departmental clerical duties for the Department, including post, updating signage and notice boards as necessary, book rooms, produce purchase orders as advised, deal with petty cash.

8. Any other duties as may reasonably be required by the Head of Department, Departmental Officer or nominated representative, consistent with the grade of the post.