JOB DESCRIPTION
Vacancy Ref: N1602

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Undergraduate Programmes Officer</th>
<th>Present Grade: 6</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>Accounting and Finance</td>
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<tr>
<td>Directly responsible to:</td>
<td>Departmental Administrator</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>Undergraduate Coordinator, Undergraduate Programmes Assistant</td>
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Other contacts
Internal:
The post-holder is required to liaise with and coordinate the activities of a wide range of academic and support staff including:

Internal:
- University staff (administrative and academic) and students;
- University central services, in particular Student Registry, Quality Support Office, ISS and UG Admissions Office.

External:
- External examiners
- Alumni
- Other academic institutions
- Business organisations
- Prospective students.

Major Duties:
The Undergraduate Programmes Officer will work closely with and support the Undergraduate Director in the efficient running of the Undergraduate Support Office, taking responsibility for the overall administration of all Part II modules delivered within the Department including the high-profile Ernst & Young Degree, delegating tasks as appropriate to the Undergraduate Programmes Assistant.

Major duties will include:

Staff management
- Supervise the daily tasks of the UG Programmes Assistant and Student Programmes co-ordinator
- In conjunction with the Department Administrator, manage the day-to-day workload of external staff and postdoctoral students providing tutorial support to Part II modules and conducting other duties that are the responsibility of the postholder.

Course administration and assessment
- Responsibility for keeping up-to-date, accurate records, for both files and the Lancaster University Student Information database (LUSI) relating to Part II students studying Undergraduate courses within the Department.
• Making arrangements for the registration of incoming Part II students for the Undergraduate programmes in the Department and advise students of the course options/requirements. Coordinating the checking of module registrations against permitted combinations for Part II enrolment.

• Overall management of the setting, marking and moderation process of the final Part II examinations (to include room timetabling, liaison with academic staff and ensuring the timely return of all examination scripts).

• Preparation for and participation in the Part II exam board including acting as secretary for the meeting, producing the meeting minutes for departmental records. In conjunction with the Undergraduate Director, ensuring all cases requiring further consideration are promptly forwarded to Student Registry and the results process is correctly managed.

• Overseeing the undergraduate coursework submissions process and supporting the Academic Officer for any cases of plagiarism identified in Part II modules.

• To be responsible for the preparation and submission of timetabling requests to Student Registry for Part II undergraduate modules delivered by the Department and carry out room bookings.

• Co-ordinating the maintenance of tutorial group lists and monitoring/recording of poor attendance, in collaboration with the Course Directors, Undergraduate Programmes Assistant and Student Programmes co-ordinator.

• Co-ordinating the allocation of students into tutorial groups and making arrangements for additional groups as required. Following up poor and non-attendance at tutorials.

• To provide assistance, as required, for the Undergraduate Coordinator and Undergraduate Directors in other areas of the Undergraduate programme.

Student Support

To provide a support service to all students on the Undergraduate Programmes, with input from the Undergraduate Director(s)/Undergraduate Co-ordinator and Department Administrator, including:

• Where necessary, to refer students to appropriate support mechanisms across the University and to ensure the Undergraduate Programmes Assistant is aware of any individual student cases likely to require further support within the Department or beyond. Liaise with Student Registry on any Part II individual student cases requiring further action.

• Overseeing of the Part II Academic Tutor appointment process including poor attendance referrals.

• Responsibility for the Part II mid-sessional reporting process and for referring individual cases to the Undergraduate Director as appropriate. Ensuring that related documentation is completed.

• Responsibility for supporting Part II students with special needs, by ensuring that course tutors are informed of any requirements, and by co-ordinating the provision of additional materials and alternative arrangements for exams/tests.

Department Literature
• Managing the process for timely production and dissemination of course documentation and learning materials for undergraduate modules. Ensuring printing deadlines are adhered to by external printing sources.

• Take a lead in the development of Part II student guides and related materials, ensuring content is up-to-date and presented in an appropriate format.

• Updating and maintaining web pages relating to Part II Undergraduate matters.

Quality Assurance

• Supporting the Department Administrator in ensuring that adequate records are kept of the Department’s undergraduate activities and providing input into regular or occasional internal and external quality assurance audits, including visits by external accreditation bodies such as EQUIS and the AACSB.

• To liaise with professional accountancy bodies (ACCA/ICAEW/ICAS/CIMA) to ensure exemption requirements are met and accreditation with the above bodies remains current, preparing documentation for re-accreditation where necessary.

• Ensure any changes to existing modules or proposed new modules are enforced correctly with appropriate paperwork being prepared and advising colleagues of any such changes that may affect them (e.g. accreditation, module registration, timetabling issues etc)

Committee Support

• Draft, prepare and finalise the Annual teaching/Programme Reviews in conjunction with the Undergraduate Director.

• To have an awareness and a willingness to contribute to LUMS committees on undergraduate teaching and administrative matters where appropriate under the direction of the Undergraduate Director and Department Administrator.

Other duties

• Supporting the Deputy Undergraduate Director in the preparation for Undergraduate Open Days

• Assimilate data and prepare management information for undergraduate activities to feed into staff-student/dept meetings/ATR/HoD reports etc.

• Play an active role in UG strategic issues to support the HoD and Undergraduate Director (rankings data, planning for student numbers and associated issues)

• Responsibility for developing and maintaining an up to date record of UG Departmental Alumni and liaising with the School Alumni office regarding marketing

• and events organisation.

• Departmental contact for UG careers information. Involvement with staff in the department and LUMS to understand employability issues and signpost students to the appropriate resource for their enquiry.

• To undertake any other comparable duties, or training and development, appropriate to the grade of the post as may be required by the Head of Department or nominee.