

**JOB DESCRIPTION**  
**School Programme Coordinator, Law School**  
**Vacancy Ref: N1628**

<b>Job Title:</b> School Programme Coordinator	<b>Present Grade:</b> 5S
<b>Department/College:</b> Law School	
<b>Directly responsible to:</b> Senior School Administrator	
<b>Supervisory responsibility for:</b> N/A	
<b>Other contacts</b>  <b>Internal:</b> Head of School, Programme Directors or Postgraduate studies, course conveners, students, Academic and support staff of the Law School, Academic and support staff of other departments, Faculty Admissions, Student Based Services, teaching quality support office.  <b>External:</b> Other Universities and Educational Institutes, External Legal bodies, External Examiners, prospective students, visitors and general public.	
<b>Major Duties:</b>  <ol style="list-style-type: none"> <li>1. To take primary responsibility for the Postgraduate Admissions procedures (including PGTs and PGRs), in consultation with the Postgraduate Directors and Faculty Admissions Office. This includes correspondence, arranging interviews, processing applications via the University CRM system.</li> <li>2. To help prepare paperwork for LL.M Examination Boards, including mark sheets, and the production of samples for External Examiners. This includes responsibility for recording the submissions and marks of all coursework and dissertations accurately on LUSI.</li> <li>3. Initiate correspondence with nominated External Examiners for Ph.D. assessment and assist tutors with arrangements for PhD vivas.</li> <li>4. To ensure the LUSI student records and student VLE spaces are kept up to date. To include manual and electronic systems for departmental records.</li> <li>5. Deal with student enquires and obtain information to enable a suitable course of action to be taken, all associated correspondence and communications, on own initiative.</li> <li>6. To distribute and collect postgraduate application forms for studentships (ESRC, British Academy, University Studentships); to ensure these are processed within the relevant time limits and that they are completed fully for the Head of School or nominee to sign.</li> <li>7. To assist with Open Days when required throughout the year.</li> <li>8. To assist with Welcome week for incoming new students, in conjunction with Programme Directors and central Service Teams.</li> <li>9. To assist with updating course handbook material where required, in conjunction with Programme Directors.</li> <li>10. To provide first point of contact pastoral care to students, referring to other lines of University support where necessary.</li> </ol>	

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| 11 | To provide cover for administrative team colleagues, both PG and UG related, as required.   |
| 12 | Any other duties appropriate to the grade of the post, as directed by Head of School, Senior School Administrator or Faculty Manager. |