

JOB DESCRIPTION
Global Engagement Administrator
Vacancy Ref: N1874

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| Job Title: Global Engagement Administrator | Present Grade: 5 |
| Department/College: Recruitment, Admissions and International Development | |
| Directly responsible to: International Partnerships Manager & Global Experiences Officer (Study Abroad) | |
| Supervisory responsibility for: | |
| Other contacts Internal: <ul style="list-style-type: none"> • Global Recruitment Team • Faculties and Departments, • Other sections in Recruitment, Admissions and International Development • Other sections in Professional Services e.g. Communications and Marketing, Registry, Finance, Accommodation, Alumni and Development Office etc. • Lancaster University Management School's Global Experiences and Partnerships Team External: <ul style="list-style-type: none"> • Staff at partner institutions • Students and their families from partner institutions • Staff at other UK HEIs • Overseas education agents and scholarship bodies • Embassies • British Council | |
| Job Purpose: <p>The Global Engagement Administrator will provide administrative support to the Global Engagement team and contribute to the achievement of the University's strategic goals by ensuring that an efficient and high level of service is delivered to partner universities, staff, students, visitors and related stakeholders. The post holder will facilitate student recruitment, admissions and transfers from partner institutions; support staff travel and incoming visits, implement quality assurance processes in relation to partner institutions and support the set-up and renewal of Study Abroad, access and articulation programmes.</p> <p>This role is a joint post, working across the International Partnerships and Global Experiences teams.</p> Major Duties: Partnership Stewardship Support, Pathway Development and Quality Assurance <ul style="list-style-type: none"> • Act as the first point of contact for any queries related to current or potential international partnerships (including partner staff and students). • In collaboration with the Admissions Office and partner institutions, support the non-standard admission processes for students from a partner university studying at Lancaster University for one, two or three terms or transferring onto a Lancaster degree. • Liaise with colleagues across the institution including those in Faculties and Student Registry to ensure smooth operation of administrative processes relating to the international partners. | |

- To work with the International Partnerships Managers, the Academic Standards and Quality team and departments to process the renewal or establishment of partnership, study abroad and exchange agreements.
- To undertake initial due diligence into viability of new partnership proposals and prepare a report for colleagues making initial recommendations of whether to further discussions with potential overseas partners.
- To coordinate curriculum matching for new pathways/partners working with colleagues in academic partners.
- To undertake tracking studies in relation to the academic performance of partnership students.

Committees and Working Groups

- As appropriate, support the collation of appropriate documentation for the relevant committees such as International Committee, ASQC, PMGs and teaching committees.
- Provide administrative support for partner review panels.
- Collate and distribute the agenda and materials to members of regional working groups. Take and circulate minutes as required for such groups.

Logistics

- To support the logistical arrangements for overseas visits, such as the dispatch of promotional materials, raising purchase orders, visa applications, and advice for accompanying academics.
- In liaison with relevant colleagues across campus, arrange and organise logistics and itineraries for visiting scholars and overseas visitors to Lancaster. On occasion, this may include participation in the visit.
- Support the delivery of student events, including Welcome Week, and other Global Engagement activities as required.

General Administration

- To maintain and update the Agreements and International Contacts database on behalf of the Global Engagement Team.
- In collaboration with the Global Engagement team and the Global Recruitment Office, collate and update an annual timetable of activity for each partnership programme.
- Monitor non-payroll expenditure incurred by the Global Engagement team and support the team with specific budget management activities at key points throughout the year.

Other Duties

- Supervise project-specific casual staff, such as Global Engagement Student Ambassadors, including their timesheet approvals as necessary.
- To undertake any other duties appropriate to the grade of the post as required by the International Partnerships Manager, Global Experiences Officer (Study Abroad) and/or Head of Global Engagement.