JOB DESCRIPTION
Frontline Partnership Administrative Assistant
Vacancy Ref: N2395

<table>
<thead>
<tr>
<th>Job Title: Frontline Partnership Administrative Assistant</th>
<th>Present Grade: 5S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/College: Sociology</td>
<td></td>
</tr>
<tr>
<td>Directly responsible to: Fran Stephenson</td>
<td></td>
</tr>
<tr>
<td>Supervisory responsibility for: NA</td>
<td></td>
</tr>
</tbody>
</table>

Other contacts
Internal:
- Director of Studies Frontline Partnership, Frontline students registered with the Sociology Department.
  Departmental Staff in Sociology, other admin and academic staff throughout Lancaster University, including FASS finance office, ASQ, Registry, Library, Disability Services, the Base.

External:
- Frontline staff, External Examiners.

Major Duties:
The Frontline partnership Administrative Assistant will be responsible for the administrative management of the partnership within the Department and liaison with the partnership team across the University.

They will respond directly to the Director of Studies (Frontline Partnership). This is a part-time role (0.5 FTE)

The role includes:
1. Attending to all relevant student administration in the student records database LUSI, including inputting and releasing assessment outcomes
2. Organisation of exam boards and assessment meetings
3. Responsible for supporting effective communication of the partnership’s aims, objectives, processes and issues to internal and external bodies.
4. Liaison with students and Frontline staff as required.
5. Coordination and oversight of the partnership’s activities and events at Lancaster including: arranging catering, room bookings, liaising with the conference office, and external organisations, organising travel and accommodation for visitors, documentation and ancillaries as required by the demands of the partnership.
6. Ensuring the Frontline, University online learning platform Moodle, runs smoothly and promptly seeking assistance from IT services where problems occur.
7. Support for the Director of Studies in relation to the partnership’s work and activities and minute taking at partnership meetings.
8. Familiarity with and communication via computer technology – for example, use of LUSI and other databases; email; Microsoft Office; University systems and web management.
9. Prepare and arrange printing of the partnership’s information leaflets/brochures/notes.
10. To undertake any necessary training and development.
11. To undertake other such duties appropriate to the grade as may be required by the Director of Frontline Studies.