# JOB DESCRIPTION

**Administrative Assistant, Academic Standards and Quality**  
**Vacancy Ref: N2582**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Administrative Assistant (0.5 FTE)</th>
<th><strong>Present Grade:</strong> 3S</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong> Academic Standards and Quality</td>
<td></td>
</tr>
<tr>
<td><strong>Directly responsible to:</strong> Administrative Support Officer</td>
<td></td>
</tr>
<tr>
<td><strong>Supervisory responsibility for:</strong> None</td>
<td></td>
</tr>
</tbody>
</table>

## Other contacts

### Internal:
Staff in Academic Standards & Quality; faculty and department staff with responsibility for academic standards and quality including Quality Assurance and Enhancement Managers (QAEMs); support staff in central services including, but not limited to, HR, Student Registry, Finance and Payroll.

### External:
External examiners; staff at partner institutions.

## Major Duties:

### The Role
The Administrative Assistant is a member of the Academic Standards & Quality team with a general role to support the activity of the team and a particular responsibility to operate the various mechanisms by which the University appoints, supports and monitors external examiners for its academic programmes, including those of partner institutions, where appropriate.

### Key Responsibilities
Under the direction of the nominated Assistant Registrar, undertake a range of administrative activities relating to the University’s external examiners including:

1. Provide guidance to University and partner staff and to prospective external examiners on University procedures related to external examiners;
2. Respond to and review nomination forms for external examiners;
3. Conduct initial evaluation of external examiner extension requests;
4. Prepare paperwork for the External Examiner Approval Panel;
5. Liaise with external examiners, QAEMs and partner institution staff;
6. Manage ad hoc requests from external examiners;
7. Prepare and maintain records of the University’s arrangements with external examiners;
8. Receive and conduct initial review of external examiner reports;
9. Arrange overnight accommodation;
10. Submit external examiner expenses payments to Payroll and respond to queries from external examiners relating to expenses and fees, and maintain a record of these requests;
11. Undertake any other duties commensurate with the grade of the post as directed by the Head of Academic Standards and Quality.