**JOB DESCRIPTION**  
Vacancy Ref: N2593

<table>
<thead>
<tr>
<th>Job Title: Undergraduate Programmes Coordinator</th>
<th>Present Grade: 5</th>
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<td><strong>Department/College:</strong> LUMS Undergraduate Office</td>
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<td><strong>Directly responsible to:</strong> Undergraduate Programmes Officer</td>
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<td><strong>Supervisory responsibility for:</strong> N/A</td>
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**Other contacts**

**Internal:**  
Programme Director, Module Convenors, Academic Tutors and students; academic departments within LUMS and other faculties; central administrative teams including Student & Education Services and Student Registry; LUMS professional service teams, including Careers and Global Experience and Partnerships teams.

**External:**  
Prospective undergraduates and their parents and guardians; companies/institution managers; external tutors and examiners; accreditation bodies and others as required.

**Job Purpose:**  
To provide a high standard of academic related administrative support to degree programmes within the UG Office. The post holder will have shared responsibility for BSc Business Management, but will also contribute to the wider team to support 900+ students taking undergraduate Business & Management programmes. The post holder will also have administrative responsibility for specific modules within the Office.

**Major Duties:**

1. Provide advice and guidance to students registered on UG Office programmes and modules, in accordance with academic guidelines; assist the Programme Director in advising on their suitability for programmes and modules.
2. Manage student enrolments for the programme and modules.
3. Responsible for monitoring student attendance at compulsory sessions as part of their degree and other related in-year progress monitoring, raising with students and staff in central services, where appropriate. To provide regulatory advice and to compile assessment reports for disciplinary action in collaboration with the Programme Directors.
4. Provide assistance in relation to the Part II direct entry students and their progress.
5. Responsible for maintaining the undergraduate student records in line with University policy and the Data Protection Act and ensuring that LUSI (Lancaster University Student Information System) is accurate and up to date.
6. Support students in preparation for and during their time studying at partner institutions abroad.
7. Provide pastoral support to students, identifying problems and possible solutions and escalating complex issues to line manager and Programme Director, as appropriate,
8. Support the assessment process for students, to include:  
   a) Preparation and calculation of results  
   b) Servicing exam boards  
   c) The provision of advice and guidance in line with University regulation
9. Maintain up-to-date mark sheets and collate marks for UG students and provide statistical information on past and present students as and when requested; to input data to the student record system.

10. Produce information relating to final degree results for students and coordinate activities within the UG office for graduating students.

11. Responsible for the preparation, publication and distribution of materials and information via
   a) Programme Handbooks
   b) VLE Platform (Moodle)

12. Liaise with LUMS departments as appropriate in relation to programme and module information, enrolment and timetabling.

13. To provide support for the student evaluation process.

14. Support the recruitment process to UG Office programmes by providing advice and guidance to prospective students at Open Days, Applicant Visit Days and other events, as required by the LUMS Recruitment team.

15. Provide support and cover across the office during busy times and holiday periods.

16. Undertake other duties appropriate to the role as required by the line manager or other senior members of the team.