JOB DESCRIPTION
Postgraduate Taught Programmes Co-ordinator
Vacancy Ref: N2725

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Postgraduate Programmes Co-ordinator</th>
<th>Present Grade: 5S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/College</td>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td>Directly responsible to:</td>
<td>Departmental Officer</td>
<td></td>
</tr>
<tr>
<td>Supervisory responsibility for:</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Other contacts
Internal: Postgraduate Directors; PhD Director; LUMS staff (academic and administrative) and students; University Central Services, in particular Student Registry, Quality Support Office, ISS, Library and PG Admissions Office

External: External Examiners, Other institutions, Prospective Students, Suppliers.

Major Duties:
To provide a high standard of academic related administrative support to the Postgraduate Taught MSc Money, Banking and Finance, MSc Economics, MSc Quantitative Finance and MSc Applied Econometrics (Timeberlake-LU) in the Economics Department. Tasks for the programmes may include;

Administration
- Responsible for preparation of programme and module materials for the programme, including teaching timetables (from pre-scheduled room bookings)
- Prepare Induction Week materials including handbooks, schedules, materials, speakers, fieldtrips etc. Disseminate information to incoming students in a timely manner. Maintain and update Pre-arrival Web Boards/Lan caster (in collaboration with Programme Directors)
- Update LUSI student records/courses handbook/academic marks
- Record and monitor student enrolments on LUSI
- Maintain and update the programme VLEs ie Moodle
- Photocopy lecture notes/slides/event information where relevant
- Allocate coursework groups and seminars
- Organise student representatives and inform LUSU to meet training schedules
- Assist the module selection process and prepare module choice forms
- Assist the Programme Directors with dissertations coordination in all aspects; including drafting and production of handbooks; organizing events/away days; liaising with industry speakers; managing timelines; topic and supervisor allocation and dissemination; student progress; practical arrangements for projects; university/programme regulations i.e. ethics, health and safety, etc.
- Prepare module evaluation schedule and maintain evaluation/module leader feedback records/LUMES and programme evaluation schedule and return
- Organise and manage Postgraduate social events, graduation and awards
- Prepare provisional transcripts and references
- Maintain and update departmental postgraduate web pages
- Implement arrangements with partner institutions
- Assist with data collation for periodic Quality Audit Assessments i.e. PQR, AACS B.

Assessment
- Ensure coursework submissions are recorded on LUSI, chase up late coursework/dissertation submissions/provide extension where relevant/apply penalties
- Co-ordinate marking; moderation; feedback process of all assessments and dissertations in a timely manner to meet turnaround times and departmental schedules
• Record, monitor and update coursework and exam marks ensuring moderation processes have been adhered to; ensure timely marking, moderation and resolution of mark disputes
• Collation and return of coursework to students to meet turnaround times
• Liaison with Plagiarism Officer over cases, apply appropriate plagiarism penalties
• Prepare all exam papers/tests, ensuring exam paper security, external ratification and internal moderation processes are followed
• Organise and assist invigilation (with Director) and adapted arrangements; be on hand to resolve problems, ie cases of cheating/clarification of regulations etc.

Pastoral Care

• Oversight and monitor recording of student attendance on LUSI. In liaison with the Programme Director, take remedial action in cases of student absence and compile assessment reports for disciplinary action
• Address potential, current and previous student queries, advising on regulations, advising on electives etc.
• Assist students who may encounter personal, financial, mitigating or medical problems, helping them resolve or deal with issues, directing them to appropriate professional services where relevant
• Assist with specific advice to students regarding course registrations, changes, academic progress, or potentially termination of studies (with Director)

Committee work

• Service Staff-Student Liaison Committees, taking minutes. Attend/contribute to Departmental Teaching Meetings and Curriculum Review and assist with assembly of paperwork where relevant
• Attend regular progress meetings with Programme Directors, HOD and Departmental Officer and staff are briefed of emerging issues ie student complaints; any compromise in quality assurance/process etc.
• Review student feedback scores with Director and Departmental Officer
• Contact external examiners, communicate course structure, assessment issues and arrange dissemination of programme material
• Organise, attend and service Postgraduate Examination Board, preparing all documentation for Pre-Boards, Exceptional Circumstances Boards, Final Exam Boards, and Registry thereafter. Advise students, following the provisional release of marks, on re-sits thereafter (with Director)

Careers and Alumni

• Liaise with Departmental Careers Coach and provide support i.e. appointments; information dissemination
• Liaise with LUMS CAER and potential employers; organize careers sessions and provision as required
• Collate data on graduating students for alumni purposes and remain in contact with graduates
• Contact relevant alumni to prepare and present a selection of profiles each year for inclusion on the web
• Develop new activity around alumni relations in conjunction with the Postgraduate Director
• Provide administrative support to the alumni development programme

Other

• Providing assistance to the Departmental Officer and cover for absence of other colleagues. Be prepared to assist with other departmental activities during peak periods
• Providing the secure storage of student work, examiners’ feedback, marks, departmental papers and exam materials
• Maintenance of confidentiality of information; it will be necessary to comply with requirements related to the Data Protection Act
• Adherence to appropriate Health and Safety policies and University regulations/policies
• Any other duties as determined by the Postgraduate Director/Head of Department/Departmental Officer/Student Programme Officer.