# JOB DESCRIPTION

**Vacancy Ref:** N2798

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Departmental Assistant</th>
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<tbody>
<tr>
<td><strong>Present Grade:</strong></td>
<td>4S</td>
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<tr>
<td><strong>Department/College:</strong></td>
<td>Economics</td>
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<tr>
<td><strong>Directly responsible to:</strong></td>
<td>Departmental Officer</td>
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<td><strong>Supervisory responsibility for:</strong></td>
<td>None</td>
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**Other contacts**

**Internal:**
Current students; academic, administrative and support staff in Economics and other departments within LUMS; Colleagues in Central and faculty Professional Services.

**External:**
Prospective and current students; external research and project members; visitors; general public

**Major Duties:**
The Departmental Assistant provides a range of clerical and administrative services in relation to all aspects of departmental teaching and research activity. It is a varied role which provides direct support to coordinators as well as the Departmental Officer and Head of Department. The role-holder will work collaboratively with colleagues, both in the department and in the wider faculty.

**Duties may include:**

**Student office administration**

- Support coordinators with general administrative tasks, including module enrolments and marks entry, the preparation of module materials, assessments and any other aspect of course administration at both undergraduate and postgraduate level.
- Assist the Student Programme Officer in all timetabling related matters.
- Support the submission of any coursework assignments, including online submission, examination papers and assist the Student Programme Officer with arrangements surrounding the external examiners and examination boards.
- Responsible for student record filing and updating general module/programme data held within LUSI.
- Co-ordinate the LUMES/module evaluation data.
- Responsible for the termly coursework return event.

**Student Wellbeing, Engagement and Retention**

- Support the coordinators in matters relating to attendance monitoring and the pastoral care of the students.
- Be the first point of contact for all visitors to the Economics office, with the ability to signpost to the most relevant staff member or service.
- Maintain departmental notice boards and Moodle notifications.

**Departmental specific duties**

- Support the Departmental Officer and Head of Department with staff recruitment and other HR admin matters.
• Undertake general office duties such as management of post, supporting procurement activity, arranging travel, booking accommodation for visitors, manage stationery stock supplies, monitor keys and undertake office and equipment checks.

• Book rooms and schedule and service departmental meetings as needed.

• Provide additional support for members of the Economics support office during busy periods and holiday times.

• Any other duties as may be reasonably required by the Head of Department, Departmental Officer or Student Programme Officer, consistent with the grade of the post.