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| THE UNIVERSITY OF NOTTINGHAM  Recruitment Role Profile Form |

**Job Title:** Undergraduate Administrator

**School/Department:** School of English

**Job Family and Level:** Administrative, Professional and Managerial Level 3

**Contract Status:** Part-time, fixed term post from 19 October 2015 until 31 July 2016 to provide additional administrative support during a staff secondment

**Hours of Work:** 27 hours per week to be worked by arrangement with the School over a four day week

**Salary:** £22,029 - £26,274 per annum, depending on skills &

experience

**Location:** Trent Building, University Park Campus

**Reporting to:** Mari Hughes, School Manager

**Purpose of the Role:**

The UG Administrator will join a team of undergraduate administrators, to provide support for the School’s Undergraduate programmes at the Nottingham and the overseas campuses. The role holder will support the delivery of School teaching and learning initiatives and developments designed to enhance the undergraduate student learning experience. As such, the role holder will work closely with the UG Taught Courses Officer and the UG Administrative Assistant, as well as the Taught Courses team more widely, to provide effective customer service for students and staff.

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|  | **Main Responsibilities** | **% time per year** |
| 1. | **Coordination and Supervision of UG administration**  Act as School lead to develop, manage and implement day to day operations for all aspects of student administration for onsite UG programmes, working with academic members of staff, the Taught Courses team and other members of the administrative team. Coordinate and develop administrative processes and activities relating to such areas as recruitment and marketing (in conjunction with the School Administrator), registration and induction, examinations and assessment, timetabling, study abroad, programmes and modules, and student support.  Attend meetings with members of the Academic Services Division and Professional Services teams and disseminate information to colleagues on developments, key issues and requirements as appropriate.  Take responsibility for the day to day line-management of the UG Administrative Assistant and Receptionist regarding their allocated duties, in conjunction with the UG Taught Courses Officer. | 30% |
| 2. | **UG Teaching and Learning**  Assist with the strategic planning and co-ordination of the School’s Teaching and Learning activities and associated University Teaching and Learning activities. Attend the School’s Teaching Committee and propose ideas, strategies and process improvements to enhance the student experience and administrative processes for the School.  Review, update and publish UG information in a systematic way through all methods of communication with students (e.g. School intranet, e-newsletter, website, Virtual Learning Environment (VLE), display materials) to reflect changes in School procedures. Oversee updates to the University VLE with regard to tutor groups, module and seminar enrolment, and assessment information.  Organise the annual UG module fair and administrative arrangements for module enrolment in May and September. Update the intranet with module choice information according to the course structures for Single Honours (SH), Joint Honours (JH) and 2+2 programmes with our partner division on the China campus (where students study in China for two years and then complete the final two years of their degree in Nottingham.)  In liaison with the School’s Exchange Co-ordinator and the International Office, coordinate publicity for the School’s study abroad opportunities. Oversee administrative arrangements for incoming and outgoing exchanges and maintain regular contact with SH and JH students on study abroad with regard to key academic processes and events through the year.  Coordinate the annual updating process of programme and module information on the student record system (Saturn), and on the School intranet (Workspace), in liaison with module convenors and the Director of Undergraduate Studies, and reporting to Teaching Committee for approval.  Oversee and review the UG teaching timetable and resolve any problems or clashes for tutors or JH courses in liaison with academic staff and the Timetabling Office.  Act as Secretary to the UG Learning Community Forum. Coordinate the annual recruitment of student members, follow up action points and update information on the UG LCF Workspace.  Deal with transfer and withdrawal requests and student enquiries of a more complex nature. Maintain and update student and administrative records as appropriate. | 30% |
| 3. | **UG Assessment**  Ensure the smooth co-ordination of the School’s UG examination processes for programmes both at Nottingham and at the overseas campuses in China and Malaysia, in January, May/June and August/September each year.  Work with the Director of UG Examinations, UG Taught Courses team, the overseas campuses and the Academic Services Division of the University to ensure accurate processing of all assessment information and that School and University deadlines are met for marks processing, correspondence with External Examiners and reporting to Examination Boards. Coordinate preparations for, and act as secretary to the UG Examinations Boards.  Manage the UG reassessments processes, including the preparation and publication of resit papers on the School intranet, and communications with students, staff and the Academic Services Division of the University.  Coordinate the processing of extenuating circumstances requests. Maintain the confidential Extenuating Circumstances electronic database and paper records for reporting to the Extenuating Circumstances Committee and to academic staff. Act as Secretary to the Extenuating Circumstances Committee. | 25% |
| 5. | **UG Recruitment, Registration and Induction**  Review and update UG-related pages on the School’s website, printed course information and reading lists for distribution to applicants and new students.  Support and attend UG Open Days and UCAS Visit Days and meet potential applicants and parents visiting the School on campus tour days and at other times to represent the taught course team as required.  Coordinate Week One induction events for new UG students each September in liaison with the UG Taught Course Officer and academic members of staff. Assist with induction sessions for new incoming students in Year 1, exchange students and 2+2 students from China. Provide individual induction support for new UG students with disabilities. Organise the content of pre-arrival mailings and induction packs.  Liaise with the Director of Teaching and with module convenors regarding seminar requirements and prepare and manage seminar group sign-up lists. Allocate and update lists of personal tutors for new and returning students.  Act independently to resolve queries or problems with regard to UG students’ registration, timetable and module enrolment, and respond to any complaints concerning UG students in the first instance. | 10% |
| 6. | **Team Role**  Participate in team activities for the School which will require support from all administrative members of staff, including:   * meetings in the School and Faculty * support at Open Days and UCAS Visit Days (including occasional Saturday working) * attendance at graduation * team staff development events.   Undertake any other duties commensurate with the grade of the post as part of the team of support staff in the School of English. | 5% |

**Knowledge, Skills, Qualifications & Experience**

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|  | **Essential** | **Desirable** |
| **Qualifications/**  **Education** | * HNC or HND in a relevant subject or equivalent qualifications/certification, plus considerable experience in relevant role/s * Good general standard of education including Maths and English GCSE or equivalent. |  |
| **Knowledge/**  **Skills/Training** | * Excellent IT skills including proficient use of Microsoft Office: Word, Excel, Access, Outlook and ability to integrate different packages * web-editing skills * Excellent oral and written communication * Skill in drafting and editing complex documentation * Strong organisational skills * a proactive approach to, and experience of, problem solving, including the use of IT as a solution * Good eye for detail and accuracy in all aspects of work * Excellent time management * Ability to manage a large amount of data accurately. * High degree of initiative, responsibility and self-motivation, and a professional attitude | * Knowledge of the University’s policies, procedures and systems (e.g. Saturn Student Record system) * Familiarity with the University’s Virtual Learning Environment (Moodle), intranet (Workspace) and web-editing software (Contensis) * Design and presentation skills * Training in customer care or related area |
| **Experience** | * Experience of working in University student administration * Experience of overseeing the work of other administrative staff * Experience of managing large, team projects |  |
| **Other** | * Ability to build relationships with individuals and organisations. * Committed to working as part of a team in a shared office environment * Ability to work with the minimum of supervision * Able to remain calm under pressure and be able to work with the minimum of supervision * Good time manager and able to work to tight deadlines * Friendly and approachable * Able to learn new skills particularly in the area of IT * Appreciation of other cultures and languages. | * Experience of communicating with students and parents. |

**Further Information**

The post holder will join an administrative team of the following members of staff:

School Manager Mari Hughes  
School Administrator Rebecca Peck

Administrative Assistant (School) Tracy-Ann Stead   
Taught Course Officer Ben Perrett

UG Administrator Ben Perrett/*vacancy*

Placements and Employability Administrator Dr Laura Nixon

Administrative Assistant (UG) Denine Carmichael

Administrative Assistant (Receptionist) Tracey Ward

Postgraduate Officer Dr Val Durow

Postgraduate Administrator (Masters) Maternity leave cover

Postgraduate Administrator (PhD) Jo Pullen

Administrative Assistant (Masters) Jane Pytches-Walker

IT Officer Stephen McKibbin

Administrative Assistant (Comms and IT) Ed Downey

Administrative Assistant (Comms and Taught Courses) Sunita Tailor

For further details about the School see the web-site: <http://www/nottingham.ac.uk/english>

For further information about this post please contact Wenonah Barton, UG Taught Course Officer on 0115 9514557 or email [wenonah.barton@nottingham.ac.uk](mailto:wenonah.barton@nottingham.ac.uk). Please note that applications sent directly to this email address will not be accepted.

**General Information**

**The School of English**

The School of English was one of the first departments to be established when the University was formally opened in 1881 and is located on the ground floor of the Trent Building, University Park Campus.

We have a first-rate, international reputation for outstanding teaching and research, as demonstrated by our School's current UK and world rankings:

* 7th for English in The Times and  Sunday Times Good University Guide 2015
* In the world top 50 for English Literature, Language and Linguistics (QS World University Rankings 2014)
* 9th in the UK for 'research power' ([REF 2014](http://www.nottingham.ac.uk/english/research/ref.aspx))

We offer a unique combination of English disciplines, including literature from the Anglo-Saxon and medieval periods to the present day, English language from its origins to contemporary and applied contexts, drama and performance, and creative writing.

At present, there are 45 lecturing staff in the School, 7 Teaching Associates, 5 research staff and 4 Postgraduate teaching fellows. We offer both Single and Joint Honours courses at BA level, a range of taught postgraduate Masters courses (many through web-based Distance Learning) and research supervision in all areas. We have approximately 850 undergraduate students, 70 undertaking on-site Masters programmes and 200 on distance learning Masters programmes. The School currently has c. 80 full- and part-time research students working towards the higher degrees of PhD within a range of topics, with most full-time members of staff engaged in postgraduate supervision. These are students on our Nottingham campus. The School also has Schools of English at The University of Nottingham campus in Ningbo, China (UNNC) and at The University of Nottingham campus in Malaysia (UNMC).

**Research in the School**

The following research groupings in the School form a focus for lectures, conferences, seminars, grant applications and other collaborative activities:

The **Centre for Research in Applied Linguistics (CRAL)** is an interdepartmental research unit comprised of scholars from the School of English, Computer Science, Mathematics, Psychology, and Education. The School also houses two of the largest corpora of spoken English and spoken business English in the world, both funded in co-operation with Cambridge University.

The **Centre for Regional Literature and Culture (CRLC)** involves a series of fresh initiatives relating to regional cultures at both local (i.e. East Midlands) and national levels. The Centre encompasses work on Byron, Southey, the interdisciplinary Landscape, Space, Place Research Group, and the D. H. Lawrence Research Centre.

The **Centre for the Study of the Viking Age (CSVA)** fosters, develops and coordinates research into all aspects of the Viking Age, with special emphasis on Scandinavian contacts with the British Isles, and on literary and linguistic sources for the period.

The **Institute for Name-Studies (INS)** was established in September 2002 as an umbrella for the various research activities of the English Place-Name Survey (founded 1923) and the Centre for English Name-Studies (established 1992). The Institute for Name-Studies houses the library and research resources of the English Place-Name Society.

The **Institute for Medieval Research (IMR)** is University-wide and includes all the members of the Medieval Section within the School. This institute hosts inter-disciplinary seminars and conferences as well as convening an MA in Medieval Studies. The peer-reviewed journal *Nottingham Medieval Studies* is also edited and published by the Institute.

**Research Funding in the School**

The School has been successful in attracting substantial funding from The Leverhulme Trust, the AHRC, the British Academy, ESRC, EPSRC, the Wellcome Institute, JISC and other external bodies. The University has a number of internal research funding schemes and support for both internal and external funding applications is provided by the University’s Centre for Advanced Studies (CAS).

**Teaching in the School**

**Undergraduate teaching**

English Language and Applied Linguistics

Medieval Studies (including the history of the language)

Literature from 1500 to the present day (including literary theory)

Drama and Performance

Creative Writing

The curriculum emphasises a wide range of disciplines within the general areas of English, in which Year 1 operates as a foundation years introducing the students to these disciplines, while in Years 2 and 3 students progressively select a range of specialist modules.

**Masters Programmes**

The School offers a number of specialist taught Masters programmes including Applied Linguistics, Applied Linguistics and English Language Teaching; Literary Linguistics; Viking and Anglo-Saxon Studies; English Literature; and Creative Writing. In addition, the MA in English Studies allows students to combine modules from different areas, particularly language, literature and medieval studies. There are also joint Masters programmes with other Schools, including English and American Studies and Communication and Entrepreneurship.

**E-learning**

Over the last few years, the School has invested in the development of web-based e-learning materials not least on its flagship first year undergraduate module Academic Community which all full-time members of academic staff contribute to and participate in. Several Masters courses can be studied via the web (Applied Linguistics, Applied Linguistics and English Language Teaching, English Studies and Health Communication, Modern English Language, and Literary Linguistics), currently taken by students from around 40 countries.

All undergraduate and many postgraduate (on-site) modules in the School are supported by the virtual learning environment Moodle.

**Careers and Employability**

In 2012-13 the School of English was awarded a prestigious Teaching Development Grant by the Higher Education Academy for our project, ‘Embedding Employability in English: work related learning in the creative industries’, to address two key challenges:

* How we can create opportunities for our students to develop vocational skills and experience work-related learning in the context of the particular skills and knowledges being developed through their subject-based study of English
* How we can ensure that such work-related activity is appropriately framed and supported to ensure ‘learning’ takes place, particularly as the numbers of students involved increases.

The School now had a dedicated Placements and Employability Administrator to support our work to develop placements and employability opportunities for all students.

**The University of Nottingham**

The School is located on the 330-acre University Park campus just within the western boundary of the city. Nottingham is one of the most popular universities in the UK and consequently, the quality of students is very high. There are over 34,000 full-time and part-time students taught across five faculties on the UK campuses. The University is a global-leading, research-intensive university with campuses in the UK, Malaysia and China.

The University is an ideal environment for scholarly, cultural and athletic activities, with an Arts Centre for music and art, a large Sports Centre and a swimming pool. Good quality housing and schools are available locally. There is easy access to the Peak District National Park and excellent rail connections to all parts of the country. The local airport is East Midlands airport.

For further information about the University, see:

<http://www.nottingham.ac.uk>

For campus maps and other information, see:

<http://www.nottingham.ac.uk/about/campuses/maps.php>