

Job Description

Post title: Graduate Academic Administrator	Post No:
Organisation Unit: Business, Law and Social Sciences Academic Administration	Date compiled: Dec 2018
Salary: £23,500 p.a.	Hours per week: 37 Weeks per year: 52
If fixed term, state duration: From August 2019 until August 2020	
Immediate line manager: Academic Administration Manager	
Designation and grade of any staff supervised by the post-holder:	
Not applicable	
Job purpose:	
<p>Responsible for undertaking key Academic Administration activity in support of the Student Journey that improves the Student Experience within the Schools of Business, Law and Social Sciences. Typically, balancing the requirements of Students, Schools and the University in the delivery of a student focussed Academic Administration Service ensuring compliance with University procedures, processes and systems. As well as, working collaboratively with the Academic Administration teams to support the delivery of cross team/University-wide objectives and building and maintaining external engagement relationships.</p>	
Principal duties and responsibilities:	
<ul style="list-style-type: none"> • Undertake and support key events along the Student Journey such as Application Processing, Timetable Design, Student Enrolment, Student Induction, Student Support (Attendance Monitoring, Option Choice, Assessment, Placements, Pastoral Care etc.), Examinations, Exam Boards, Graduation Ceremonies, etc. • Develop and implement good practice and procedures under the guidance of Managers which improve the efficiency of the Student Journey, meet compliance requirements and improve the Student Experience. This will involve working with a range of stakeholders including Professional Services Managers across the University, Students, Academics, Employers, Partners etc. • Assist Managers in the implementation and management of operational Quality Assurance systems, processes and procedures. • Assist Managers in the delivery of key performance indicator (KPIs) targets. This will include reviewing and improving various activities through analysis and benchmarking. • Attend Working Groups, Course Committees, Staff/Student Meetings, School-wide Meetings, Staff Development Events etc. and be responsible for committee servicing and undertaking actions arising from these meetings. • Undertake projects in support of the Subject, School, College or University initiatives under the direction of Managers. • Work at corporate events as a representative of the School or College such as Open Days, Application Processing, Clearing, Enrolment, Employability Events, Graduation Ceremonies, Prize Giving Ceremonies, Award Ceremonies etc. • Provide a proactive and comprehensive level of administrative support to designated senior members of staff. This will include a wide range of activities including prioritising correspondence, organising meetings, and helping ensure that designated senior members of staff are supported in meeting key 	

School/College deadlines.

- Work with the Timetabling Team on the production of the Student Timetable. To analyse Timetabling data to produce management information for Schools, College, University Managers to support improvements to the Timetabling function.
- Undertake *ad hoc* room bookings and in-year Student/Staff Timetable changes.
- Work with the Tracking Team on the production and maintenance of the Student Record in Banner (Student Record system).
- Manage the systems for producing and distributing mark sheets to Module Leaders, inputting assessment marks and checking accuracy prior to Exam/Referral Boards, in consultation with Course Leaders.
- Produce student assessment information required for Exam/Referral Boards. To attend Exam/ Referral Boards and manage the systems for ensuring academic decisions are recorded and transferred to Banner for progression and graduation purposes in a timely and accurate manner. This may include servicing Boards.

Representing the function to the wider University and NTU externally on matters relating to the role:

- Establishes confidence and respect for the function, arising project work and personally for the Graduate.
- Acts as a positive ambassador and advocate of the Graduate Development Programme.
- Undertakes additional required work, tasks, projects and development opportunities alongside the Graduate role in conjunction with other Graduates participating in the Development Programme.

Special requirements:

This position is only open to Graduates of Nottingham Trent University with a degree of 2:1 or above, who have graduated within the last 2 years.

- The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined.
- The post-holder will be required to work some weekends, in line with business needs.
- The post-holder will be required to move between teams and campuses.

All staff are expected to comply with the University’s Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Job description drawn up by	BLSS AAM	Dec 2018
Approved for department by	Human Resources	Dec 2018

<http://www.ntu.ac.uk/humanresources/>