

Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: BSc Programme Administrator

Department/Division: Economics

Accountable to: UG Programme Manager

Job Summary

Work as part of the Departmental Programmes administrative team within the Department of Economics, providing a professional administrative support service to the Undergraduate Programmes team including the Programme Manager, Student Experience Manager, Head of Programme Delivery, Programme Directors, and the UG Tutors. Duties will include:

- Exams Administration
- Programme Administration
- Events Administration
- Student Communication

Duties and Responsibilities

Exams and Assessments Administration

- To take joint responsibility for the end to end co-ordination and delivery of the Undergraduate taught course examinations for three examination periods in the academic year, with lead responsibility for the In-Year Resit exams (IRDAP), including liaising with External Examiners regarding proposed examination papers, liaising with the Student Services Centre, setting deadlines for lecturers and External Examiners in order to meet School deadlines for submission of examination papers, proof reading exam papers, creating and checking exam mark sheets by course, setting up and supervising Moodle Exam containers (for coursework etc.) and providing clear information to academic staff and students.
- After the IRDAP examinations have taken place, to take responsibility for the coordination of the collection of exam scripts from the Student Services Centre, the distribution of exam scripts to lecturers and course managers, to liaise and communicate with External Examiners regarding student marks, to collate and submit student marks to the Student Services Centre, to be Secretary to the IRDAP Exam Sub-Board meeting held in September, (including taking minutes, assisting with the preparation of all board meeting papers and provision of accurate data) and exam administrative mark checks.



- To ensure the Departmental examination procedures, processes and record keeping are efficient and accurate, making recommendations to the UG Programme Manager and implementing improvements as necessary, in line with School regulations, including the Departmental online marks record system.
- To ensure assessed coursework grades are recorded accurately and distributed in an appropriate and timely manner.
- To proactively deliver all necessary administrative support to non-examination-based assessments (presentations, class participation, group projects, dissertations and assessed essays), including setting up submission links on Moodle and finalising assessment marking deadlines.
- The post holder would also support the UG Programme Manager with Exam Sub-Board meeting held after the end of Summer Term, with the preparation of accurate data and papers relating to examinations and assessment, reporting trends and linking to External Examiner feedback.

Programme Administration

- To use School student records systems to extract data as required (e.g. SITS) and prepare ad-hoc reports.
- To jointly manage My Adjustment data received from the Student Disability and Wellbeing Service and confidentially disseminate this information to members of staff on a 'need to know' basis in line with data protection requirements.
- To design, edit and maintain the Moodle BSc portal and course Moodle pages and provide guidance and advice to staff and students.
- To discuss issues raised at Staff Student Liaison Committee meetings with faculty and the Undergraduate Programme Manager.
- Support the Undergraduate Programme Manager with the Academic Mentor allocation process as and when needed.
- Process class change requests submitted by students via LSE for You.
- Assist the Programme Manager in the yearly course guide update process.
- To monitor the BSc.Econ and the Econ.Exams.Ug inboxes and to respond to all general student and faculty enquiries via email throughout the year and to act as a focal point for student and staff enquiries, providing appropriate and timely advice and guidance on programme, Department and School procedures.

Events Administration

- Co-ordinate with the Undergraduate Programme Manager the Welcome Week event preparation, including catering and room bookings, and support during Welcome Week itself.
- To assist with the yearly Discover Economics event Head of Programme Delivery.



- To support the Student Experience Manager with the organisation of student events, seminars and careers events throughout the year, including attending some evening events throughout the year.
- Be a point of contact for the Student Social Committee and support the Committee to implement student led events, taking direction from the Student Experience Manager.
- Work in collaboration with the Undergraduate Programme Manager, fellow BSc Programme Administrator and Student Experience Manager to generate ideas about student events.

Student Communication

- Suggest content for the UG newsletters and monitor student engagement, under the direction of the Student Experience Manager and Programme Manager.
- Provide advice to students regarding welfare issues or queries, referring and promoting the School's support services.
- Work in collaboration with the Student Experience Manager to enhance student experience and engagement.
- Assistance with the rolling out of student surveys and feedback.
- Communicate important information on exams, summative assessments, programme delivery and events via Moodle Announcement.

Other Duties

- To identify potential areas of development to enhance student support and the overall student experience.
- To understand and abide by the School's regulations and policies
- To work with and across a number of Departmental groups including the UG programme team, examiners, markers and central divisions.
- To contribute actively and positively to the effectiveness of the administrative team, to the Department's objectives.
- To proactively contribute to and support implementation of best practice developments.

To foster a collegial atmosphere between departmental colleagues at all levels and in all staff groups.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.



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Free Speech

[The Code of Practice on Free Speech](#) outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and inclusive university. All staff are expected to contribute to a working, teaching and research environment in which people are treated with dignity and respect, and to comply with LSE's duties to prevent unlawful discrimination, harassment and victimisation on the grounds protected by the Equality Act 2010. LSE is also committed to advancing equality of opportunity in relation to social and economic background. These expectations do not require staff or applicants to endorse any particular political, philosophical or contested viewpoint, and are subject to LSE's statutory duties and commitment to protect freedom of speech and academic freedom within the law, which includes the right of academic staff to question and test received wisdom, and to put forward unpopular or controversial opinions.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.