Exams and Assessments Administrator
Department of Mathematics

Closing date: 24 October 2017
Interview date: 10 November 2017
Vacancy reference: 6090
INTRODUCTION

The Department of Mathematics is seeking to appoint an Exams and Assessments Administrator. You will manage the full range of assessment processes throughout the academic year for undergraduate and postgraduate taught students.
Main purpose of the role

The role holder will manage the full range of exams and assessment processes throughout the academic year, for undergraduate and taught postgraduate students. The role holder will work as part of the Department’s student administration team, liaising with the Undergraduate Administrator, the Postgraduate Administrator and the Student Administration Manager on all matters relating to exams and assessments. The role holder will also work closely with academic members of the Department, particularly the Chair of the Board of Examiners and Chair of Exceptional Circumstances Affecting Assessment.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

The Examinations and Assessments administrator:

- Drives the process of exam paper preparation from the initial paper call to the delivery of the finished papers to the Examinations Office to strict deadlines.
- Acts as the point of contact with the Examinations Office for the production of the University Examination Timetables. Checks and publishes assessment timetables to students and staff. Deals with all queries relating to this, for example from students who have special reasons for not being able to attend at certain times.
- Identifies and organises the production of special papers for students with individual circumstances, including students who have to return to re-sit special papers from previous years.
- Deals with queries during exam periods, including ensuring exam setter availability, advising students on exam procedures and identifying missing students.
- Drives the exam marking process to strict deadlines, including organising the collection of exam scripts by academic staff, preparing marksheets and tracking exam scripts and marking progress.
- Acts as the first point of contact for the University Examinations Office for all issues relating to the ongoing University assessments.
- Arranges for the collation of all examinations marks to strict deadlines, including clerically checking scripts and compiling marksheets.
- Provides administrative support for the Mathematics Assessment Committee and the separate Boards of Examiners that take place throughout the year.
- Administers the six different Exceptional Circumstances affecting Assessment committees, processing student claims and arranging meetings, and liaising with students as and when necessary.
- Processes student applications for special exam arrangements and liaises with central services and students to implement these arrangements.
- Communicates with the External Examiners throughout the year, sharing information securely with them and processing their responses.
- Arranges the attendance of External Examiners at the meetings, books accommodation and hospitality for them and organises all aspects of their visits.
- Attends and minutes any misconduct hearings by Standing Academic Misconduct Panels (StAMPS) held in the Department.
- Liaises with the Chair of the Board of Examiners to prepare accurate progression and award sheets for the University. This also involves liaising with the other Departments with whom we run joint degrees in order to ensure the consistency of the results communicated to the University.
- Liaises with the Undergraduate Administrator regarding students on Leave of Absence and any exams they are taking out of residence.
- Organises script viewing sessions for students as part of the feedback cycle.
- Works as part of the wider administration team to provide an excellent service for students and staff.
- The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.

JOB DESCRIPTION

At a glance

Salary  Grade 4—£20,989-£24,285 per year

Hours of work  Full-time—37 hours per week

Contract type  Open

Based at  Heslington Campus West
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A good standard of education to include 5 GCSE passes at grade C or above, or an equivalent qualification, or relevant experience</td>
<td>Essential</td>
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<tr>
<td>Qualified to A level or equivalent</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Thorough knowledge of the administrative systems and practices used in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Knowledge of Microsoft Office applications</td>
<td>Essential</td>
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<td>Knowledge and understanding of University Systems and processes</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Excellent IT skills with the ability to use Microsoft Office applications including, Word, Excel, Access, PowerPoint and creating &amp; maintaining web pages</td>
<td>Essential</td>
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<td>Ability to communicate effectively in writing and orally with a wide range of people</td>
<td>Essential</td>
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<td>Excellent numeracy &amp; literacy skills with the ability to produce accurate e-mails, letters, reports, and briefings to a high standard</td>
<td>Essential</td>
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<td>Ability to prepare agendas and take minutes</td>
<td>Essential</td>
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<td>Ability to plan and organise meetings &amp; small scale events</td>
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<td>Ability to maintain accurate data</td>
<td>Essential</td>
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<td>Ability to work independently &amp; complete work to deadlines and to a high standard</td>
<td>Essential</td>
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<th>Experience</th>
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<td>Relevant experience of working in an administrative role in a busy office in a large complex organisation</td>
<td>Essential</td>
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<td>Experience of providing an excellent standard of customer service.</td>
<td>Essential</td>
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<td>Experience of dealing with confidential and sensitive information</td>
<td>Essential</td>
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<td>Experience of working in an administrative role within a Higher Education Institution.</td>
<td>Desirable</td>
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<td>Experience of using a large University Records System such as SITS.</td>
<td>Desirable</td>
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<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<td>Able to work flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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<td>A diplomatic and professional manner in dealing with a wide range of people and situations</td>
<td>Essential</td>
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<td>Able to work as a member of a team.</td>
<td>Essential</td>
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THE DEPARTMENT

Housed within this world-class University, the Department of Mathematics combines leading mathematical and interdisciplinary research with high quality undergraduate and postgraduate teaching. There are about 750 undergraduate students enrolled in the Department as single subject or combined honours students, across a variety of programmes. There are also about 160 graduate students across five MSc programmes and a PhD programme.

The recent NSS results place the Department as the top Mathematics Department in the Russell Group for overall satisfaction, and five other measures, including assessment and feedback.

At present, there are 51 academic staff, 17 research staff, and nine administrative staff. The Department is a registered supporter of the London Mathematical Society’s Good Practice Scheme, and is committed to providing a working culture in which both staff and students can reach their full potential. The recent Athena SWAN Bronze Award acknowledges good practice in the promotion of women’s careers in mathematics.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region's leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6090
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 24 October 2017

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to Heather Cork, Student Administrator Manager (01904 322708 or heather.cork@york.ac.uk).

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835