Assessment and Attendance Monitoring Assistant

Economics

Closing date: 7 February 2018
Interview date: 1 March 2018
Vacancy reference: 6363
INTRODUCTION

In the Economics department, in an average academic year, there are around 145 exams and 12 assessed essay submissions, totalling almost 7,000 pieces of assessed work (exams and essay submissions), completed by around 800 students comprising of both Undergraduate and Postgraduate Economics students, plus students on joint degree programmes with other departments. These assessments are spread over the 3 University common assessment periods which take place in January, April/May (main) and August (resits).

Student attendance is monitored and data collected and tracked for all seminars and supervision meetings throughout each academic term.

The assessments element of the role is designed to assist the current Assessments Administrator and provide support in all aspects of examination and assessment processes and procedures for the department. The peaks of the role occur in the period before, during, and shortly after each common assessment period. The attendance-monitoring element is to provide support and assistance to the Student Services Manager in monitoring, tracking and recording attendance. This is a busy and varied role; you will have strong organisational skills and the ability to multi task whilst maintaining high levels of accuracy and meet strict deadlines. You will have excellent communication skills and be accustomed to building professional relationships with colleagues at all levels. This role requires you to maintain a level of responsiveness whilst handling changing priorities and demands; as such the role would suit a resilient individual.
Main purpose of the role

We require an Attendance Monitoring Administrator and Assessments Assistant. These two roles make up one full time role. The role is based within the assessments office.

The role will suit candidates with a proactive and methodical approach who enjoy interaction with a wide variety of people, in person, by telephone and email.

You will have previous administrative experience and a good educational background with excellent IT skills. Your communication skills will be exemplary and you will be accustomed to liaising with a variety of people at all levels. You will apply attention to detail and excellent organisational skills to this key role.

Key responsibilities

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

Assessments

- Assisting the Assessments Administrator with all matters relating to the assessment of students studying Economics modules
- Maintain the Exams Noticeboard in the reception area
- Assist the Exams Administrator in publishing exam results
- Assist the Exams Administrator in checking Student marks before publication
- Prepare and administer script viewing sessions
- Submit exam papers to the exam office via google drive (and in hard copy for specials)
- Collect exam scripts from the central Exams Office team
- Maintain and file scripts into the exams store rooms
- Assisting in the preparation of the Exam Boards
- Liaising with External Examiners on the sending and collection of scripts
- Contact students who have failed to attend an exam or submit an assessment
- Entering student marks on the University databases
- Assist with publishing past assessments and feedback on the exams webpages
- Providing the Library with electronic versions of past papers via upload on e:vision
- Preparation of attendance lists and mark-sheets
- Administration support for the Exam Committees, assist in the production of paperwork.
- Attendance at the Exam Committees and Boards
- Assist with minute taking
- Assist with the paperwork preparation for mitigation circumstances
- Transcripts – the collation of information for UG and PG transcripts for current and past students, communicating this information to the University Exams Office and answering queries on this matter
- Daily communication with staff, students and visitors, other Departments and external organization to respond to queries via email, letter, telephone and in person. Assessments Administrator in their absence
- Organising meetings: arranging appropriate accommodation and catering.

Attendance Monitoring

- Processing from e-vision Student Self-Certification of Illness
- Processing, recording and distribution of the departments’ student warning letter system, Processing Letter Non-Attendance, Submission of Work Forms
- Recording student attendance at compulsory supervision sessions on the files of Undergraduate students.
- Printing weekly registers
- Entering onto e:vision supervision attendance
- Marking off supervision attendance forms
- Processing Letter Non-Attendance, Submission of Work Forms
- Printing the weekly registers and collecting them back to be added to the J Drive for Seminar Attendance
- Producing data for the Supervision Coordinator on attendance as and when required

Any other duties commensurate with the grading of the post as required by the Department and assigned by the Student Services Manager, Assessments Administrator and / or Head of Department.
## PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A general education to include 5 GCSE passes at Grade C or above, or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge and understanding of the routine practices and procedures used in an administrative office</td>
<td>Essential</td>
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<td>Working knowledge of all Microsoft Office applications</td>
<td>Essential</td>
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<td>Awareness of the confidentiality of personal information and of the appropriate levels of disclosure</td>
<td>Essential</td>
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<td>Knowledge and use of the University systems e.g. SITS, e:Vision, Student Enquiry Screen and Data Warehouse</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to make efficient and effective use of standard office computer systems including word-processing, spreadsheets and email</td>
<td>Essential</td>
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<td>Ability to effectively organise and prioritise own work and follow procedures, in order to produce work to a high standard, to required deadlines</td>
<td>Essential</td>
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<td>Ability to work independently to solve a range of straightforward problems relating to administrative processes</td>
<td>Essential</td>
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<td>Ability to contribute to the preparation and production of information and promotional materials</td>
<td>Essential</td>
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<td>Ability to input and extract data from databases and spreadsheets, and prepare standard reports</td>
<td>Essential</td>
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<td>Good communication skills (verbal and written) and appropriate interpersonal skills, for contact with students, visitors and colleagues</td>
<td>Essential</td>
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<th>Experience</th>
<th>Essential / Desirable</th>
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<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Experience of taking an active part in a team, helping colleagues as required, to ensure tasks are completed on time and to the required standard</td>
<td>Essential</td>
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<td>Experience of providing advice on administrative procedures to colleagues and external customers</td>
<td>Essential</td>
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<td>Experience of working in an administrative post within a Higher Education Environment</td>
<td>Desirable</td>
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<td>Experience of providing administrative support to a committee; taking accurate minutes</td>
<td>Desirable</td>
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<td>Experience of editing web pages using content management systems</td>
<td>Desirable</td>
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<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<td>Works as a member of a team</td>
<td>Essential</td>
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<td>Comfortable working flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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<td>Adapts well to change and service improvements</td>
<td>Essential</td>
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<td>Ability to deal with confidential matters and act with discretion</td>
<td>Essential</td>
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THE DEPARTMENT

As one of the largest UK Economics Departments, we have an outstanding international reputation for both research and teaching.

Our Department includes economists, econometricians, statisticians and economic historians and is a prestigious, lively and international community of students, academics and support staff.

In the last Research Excellent Framework (2014), we were ranked eighth in the UK for Research Impact (the benefit of our research to wider society) and ninth according to research power, with almost three-quarters of our research defined as ‘world-leading’ or ‘internationally excellent’.

In 2017 Economics at the University of York has been ranked among the top 100 economics departments in the world and in the top 10 in the UK in the latest round of subject-level assessment by both Tilburg University's Worldwide Economics Research Ranking and the Shanghai Ranking Consultancy.

We cover six key research areas with critical mass; microeconomics (including experimental economics), macroeconomics/finance, econometrics, applied econometrics, health economics and economic history. Our academic staff contribute to these six key fields and a full list of staff, and their interests, can be found at: [http://www.york.ac.uk/economics/](http://www.york.ac.uk/economics/).

We have over 700 undergraduate, 200 postgraduate and 50 PhD students, and a faculty of 50 academics and 17 support staff. Research and teaching are interlinked and emphasis is placed on excellence in both. Our recent publications appear in top journals such as the AER, Econometrica and the JPE.

Our 2017 National Student Survey scores are some of the highest of the research-intensive universities. Among Russell Group Economics departments, York is ranked top for Assessment & Feedback, top for Academic Support, and second for Overall Satisfaction with an approval rating of 91%.

Our Department has a strong research and postgraduate emphasis. MSc programmes currently recruit around 200 students each year, with more than 10 applications per place. There are programmes in Economics, Economics & Finance, Economics & Econometrics, Development Economics & Emerging Markets, Finance, Finance & Econometrics, Health Economics, Economics & Public Policy and Project Analysis, Finance & Investment. There are also Distance Learning Programmes in Health Economics and a joint programme in Financial Engineering.

We have around 50 postgraduate students registered for PhD degrees and there is a well-established programme of teaching scholarships to support teaching by academic staff. The Department has received ESRC postgraduate studentships through the White Rose Doctoral Training Centre as well as other postgraduate studentships sponsored by the University and the private sector.

The Economics Department is located on the Heslington West campus.

Further information about the department, and the programmes that we offer, is available at: [http://www.york.ac.uk/economics/](http://www.york.ac.uk/economics/)
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 6363
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 7 February 2018

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 diane.atkinson@york.ac.uk

If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835