Assessment and Feedback Administrator
Department of Language and Linguistic Science

Closing date: 15 August 2018
Interview date: 20 September 2018
Vacancy reference: 6900
INTRODUCTION

As one of the Department’s Student Administration Office (a team of three), you will be responsible for the provision of an efficient and effective administrative service supporting the Department’s assessment, feedback and attendance monitoring activities; together with general office duties.

You must be able to demonstrate relevant administrative experience. You should possess excellent IT skills, including spreadsheets and databases, together with strong interpersonal skills. The role is wide-ranging, involving working to strict deadlines and with confidential information. You should have a high level of ability in prioritisation and be able to work under your own initiative as well as within a team.

The post is offered on a full-time basis, 37 hours per week working Monday to Friday. The salary will be £20,989.
Main purpose of the role

The purpose of the role is to ensure the smooth operation of examinations and feedback processes, and to implement improvements to both.

Key responsibilities

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

Examinations

• Coordinating arrangements for the submission of all assessed work and its distribution to markers, in hard copy and via an electronic system. For the next academic year, this will include rolling out an e-assignment trial.

• Organising the production of examination papers.

• Organising special arrangements for students, in conjunction with the University’s Examinations Office.

• Recording of all marks for undergraduate, postgraduate and visiting students on a web based records system, with accuracy and to tight deadlines.

• Coordinating administrative support for the Board of Examiners meetings, liaising with academic staff and External Examiners, under the supervision of the Undergraduate Administrator.

• Working with the Chair of Board of Examiners and Secretary to the Board of Studies to prepare accurate progression sheets and pass lists for the University. This will include working with other departments where there are joint programmes.

• Ensuring that processes for managing the security of the assessment data are robust.

• Filing and archiving all assessed work accurately.

• Contributing to the development of examination systems, carrying out administrative processes and ensuring controls.

• Updating student handbooks, webpages, assessment documentation and social media with assessment related information as required.

Feedback

• Acting as the first point of contact for staff and students on matters of undergraduate feedback and supervision.

• Coordinating the department’s student and academic feedback systems, including production and processing of all teaching evaluation forms.

• To produce attendance sheets, monitor student seminar attendance and advise academic staff on attendance policy.

General

• Assist with undergraduate matters, as required.

• During peak times, supervising the work of an administrative colleague, allocating and checking work as required.

• Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder.
# 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 (including Maths and English), or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<tr>
<td>IT qualification or relevant experience</td>
<td>Desirable</td>
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## Knowledge

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<tr>
<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
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<td>Knowledge of a full range of MS Office applications</td>
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<td>Familiarity with the HE sector</td>
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## Skills, abilities and competencies

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<td>IT skills, with the ability to use Microsoft Office and the ability to create &amp; maintain web pages and online media</td>
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<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
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<td>Ability to prepare agendas and take and transcribe minutes</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>
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## Experience

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<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
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<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
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## Personal attributes

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<td>Able to work as a member of a team</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
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<td>Excellent interpersonal skills, a friendly and helpful manner</td>
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<td>Ability to maintain confidentiality</td>
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<td>Flexible and adaptable</td>
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The Department of Language and Linguistic Science is one of the leading centres in the UK for teaching and research in linguistics; it is also committed to high quality teaching of foreign languages. We have the second highest proportion of “world-leading” research among UK Language & Linguistics departments in the latest Research Excellence Framework. In addition, Linguistics scored 93% for satisfaction on the “teaching on my course” in the 2017 National Student Survey.

The Department offers undergraduate, Masters and doctoral programmes. It includes approximately 450 undergraduate and postgraduate students with c. 70 full-time and part-time teaching and research staff and 8 administrative staff. We offer 22 different BA programmes including combined degree programmes with History, Literature, Mathematics and Philosophy. We offer 7 taught Masters programmes. Within the department, we also provide foreign language courses in over fourteen languages to students, staff and members of the public through our Languages for All activities.

Further information about the department is available at: http://www.york.ac.uk/depts/lang/.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages
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](http://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 6900
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 15 August 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 Deborah Hines at deborah.hines@york.ac.uk

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

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