Graduate School Administrator
Department of Politics

Closing date: 9 September 2018
Interview date: To be confirmed
Vacancy reference: 6936
INTRODUCTION

A vacancy has arisen in the Department of Politics Graduate School and we are seeking to appoint an enthusiastic and talented individual to the role of Graduate Administrator. You will report to the Graduate School Co-ordinator and provide administrative support for all aspects of Postgraduate Degree Programmes within the Department and relating academic matters and work closely with the Director of Post Graduate Taught programmes.

This is a busy and varied role involving daily contact with academic staff, students, potential applicants, and colleagues from external agencies and organisations. Applicants should have excellent communication and interpersonal skills and have the ability to multi-task and prioritise.
Main purpose of the role

To carry out a range of administrative processes in order to facilitate the smooth running of ten postgraduate taught programmes in the Department of Politics.

Key responsibilities

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

Student recruitment

Select-monitor the application process of all postgraduate courses

- maintain accurate records of incoming students
- liaise with colleagues in PG Admissions and module convenors to facilitate the recommendation of decisions on non-standard applications in a timely manner
- reply to enquiries about PG courses (face-to-face, telephone and email)
- respond to queries from current students (face-to-face, telephone and email)
- support the Graduate Office’s conversion strategy through the development and production of publicity materials to promote the Department’s postgraduate provision to prospective students
- organise and attend Postgraduate Virtual Open Days, overseeing set-up in conjunction with the Web Office and introducing and hosting the sessions
- assist Director of PGT programmes to make scholarship awards by researching international qualification equivalencies and presenting information in an appropriate format

Assessment

- receive and process assessments on submission deadlines, chasing up late or non-submissions and overseeing the resubmission process
- assist Graduate School Co-ordinator to monitor the progress of students through PGT programmes
- input assessment marks and cross-check input for accuracy, using evision
- maintain VLE submission sites, ensuring all students, including those in other departments, have access to the necessary submission points
- manage the process for checking the academic integrity of work for assessment using the University-supported electronic systems
- collate and process mitigating circumstances paperwork, informing students of the outcome in a timely manner
- monitor completion of academic integrity tutorial by all students at the start of their programme of study
- draft and distribute assessment, submission and marking guidance to staff and students at designated points during the academic year, revising the guidance as appropriate
- manage submission and marking folders on the shared drive
- oversee dissertation / policy report process from proposal to submission stage, communicating relevant information and deadlines to students and staff in a clear and accessible format
- receive all PGT students’ ethics forms, undertaking initial assessment and filter of forms in line with departmental ethics process, and referring forms for additional review as appropriate
- liaise with students and Disability Services to make sure that students with disabilities are aware of the support available to them
liaise with colleagues in Registry Services to arrange the production and processing of progression and exam board paperwork in time for progression and exam boards for ten PGT programmes

act as main point of contact for external examiners on PGT programmes, communicating deadlines and monitoring contracts

collate and distribute paperwork to external examiners at progression and final award stage

ensure all progression and final award paperwork is processed accurately and in a timely manner, liaising with external examiners throughout the year

liaise with colleagues in other departments to monitor the progress of students taking modules outside of their ‘home’ department (both Politics and non-Politics students)

oversee annual collation and input of optional module choices for students on PGT programmes

set-up student feedback audits for all PGT modules, collating responses in an appropriate format for consideration at PGT programmes committee meetings

co-ordinate registration for autumn term CELT classes

implement Tier 4 monitoring procedure: seek confirmation of supervision meetings and record them in evision

set up suitable recording procedures for monitoring student attendance at seminars

maintain electronic and paper student files using SITS, evision etc

implement Department archiving strategy, undertaking annual audit of student files

provide administrative support to termly PGT programmes committee meetings, co-ordinating the agenda writing minutes and following up actions

assist with travel and logistical arrangements for student group fieldtrips

assist the Graduate School Coordinator

assist with matters relating to the Erasmus Mundus programme, as delegated by the Graduate School Co-ordinator

assist with basic issues relating to research students, as delegated by the Graduate School Co-ordinator

assist with implementation of alumni engagement strategy, collating targeted contact information

assist with organisation of induction week e.g. organise the annual Graduate Welcome Reception, finalise schedule of events

assist with preparations for departmental graduation activities e.g. co-ordinate registration for the annual Departmental Graduation Reception and arrange catering

assist with the annual update of postgraduate handbooks, co-ordinating updates for the Graduate Module Guide

assist with the processing of leave of absence and extension requests from PGT students, ensuring students receive the correct advice and maintaining accurate records, seeking additional advice from the Graduate School Co-ordinator as appropriate

oversee the election of student representatives, inviting nominations and overseeing an election where necessary

assist student representatives with organisation of student social events

undertake regular maintenance of the website in line with the website publishing diary
## PERSON SPECIFICATION

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A general education to include at least 3 A levels or equivalent</td>
<td>Essential</td>
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<tr>
<td>Undergraduate degree</td>
<td>Desirable</td>
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### Knowledge

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<th>Essential / Desirable</th>
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<tr>
<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Knowledge of a full range of MS office applications particularly Word and Excel as well as Google apps</td>
<td>Essential</td>
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<td>Knowledge of data protection policies and procedures</td>
<td>Essential</td>
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<tr>
<td>Familiarity with HE sector</td>
<td>Desirable</td>
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<tr>
<td>Knowledge of University of York procedures and systems e.g. SITS, evision, progression and award procedures</td>
<td>Desirable</td>
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<td>Knowledge of postgraduate taught student lifecycle</td>
<td>Desirable</td>
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### Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tr>
<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint, and the ability to create &amp; maintain web pages</td>
<td>Essential</td>
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<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
<td>Essential</td>
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<td>Ability to prepare agendas and take &amp; transcribe minutes</td>
<td>Essential</td>
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<td>Competent in the planning and organisation of meetings and small scale events</td>
<td>Essential</td>
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<td>Systematic and accurate approach to record keeping</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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<tr>
<td>Ability to work with speed to a high standard of accuracy and attention to detail</td>
<td>Essential</td>
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<td>Ability to work as part of a team and independently</td>
<td>Essential</td>
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<td>Excellent organisational skills; the ability to plan, prioritise and organise own workload</td>
<td>Essential</td>
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<td>Ability to interpret rules and procedures, knowing when to conclude and when to escalate matters</td>
<td>Essential</td>
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# PERSON SPECIFICATION

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<thead>
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<th>Experience</th>
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<tr>
<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 analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<td>Experience of organising events &amp; meetings</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 prioritising competing demands</td>
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<td>Experience of working in a higher education setting</td>
<td>Desirable</td>
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<td>Experience of implementing administrative systems that are fit for purpose and represent an improvement on existing practices</td>
<td>Desirable</td>
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<td>Experience of implementing data protection policies and procedures</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 as a member of a team</td>
<td>Essential</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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<td>Excellent interpersonal skills: a friendly and helpful manner</td>
<td>Essential</td>
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<td>Discreet nature, able to keep matters confidential</td>
<td>Essential</td>
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<td>Self-starter, with a keenness to take the initiative</td>
<td>Essential</td>
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<tr>
<td>Confident and assertive in dealing with a wide range of colleagues and students</td>
<td>Essential</td>
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<td>A flexible and adaptable approach to work</td>
<td>Essential</td>
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The Department of Politics currently has over 50 members of academic staff involved in teaching and research along with 15 members of support staff. There are over 350 postgraduate students, both research and those studying one of ten taught Masters programmes. There are also over 1200 undergraduate students on three large Single Subject degree programmes and four combined degree programmes, run with two other departments and two Schools. Further information about the department can be found at [http://www.york.ac.uk/politics/](http://www.york.ac.uk/politics/).
The University

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 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 then 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 6936
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 9 September 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 Lisa Webster at lisa.webster@york.ac.uk

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

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