Postgraduate Administrator
Language and Linguistic Science

Closing date: 28 January 2018
Interview date: To Be Confirmed
Vacancy reference: 7303
INTRODUCTION

A vacancy has arisen in the Department of Language & Linguistic Science and we are seeking to appoint a Postgraduate Administrator.
Main purpose of the role

You will be responsible for the administrative support for all postgraduate programmes, Masters and PhD, in the Department of Language and Linguistic Science. Working closely with the Chair of Graduate School Board and the PhD Tutor, you will process postgraduate applications and monitor their progress.

Key responsibilities

Student recruitment

- Respond to all queries from potential students, prior to application.
- Process all applications to postgraduate programmes and maintain accurate records, liaising with academic staff to make decisions on offers.
- Work with colleagues in the central Postgraduate Admissions function to facilitate offer making in a timely fashion.
- As required, assist with the development of publicity materials.

Records management/administration

- Maintain student files, electronic and paper.
- Ensure compliance with the Tier 4 student monitoring procedure.
- Monitor student attendance for all postgraduate taught programmes.
- Organise collation and input of optional module choices.
- Coordinate distribution, collation and analysis of teaching evaluation questionnaires for each module on the taught programmes.
- Assist with the annual update of postgraduate handbooks.
- Maintain the postgraduate web pages.
- Assist with processing of leave of absence and extension requests for postgraduate students.
- General administrative duties as required, including provision of cover during sickness, holiday periods and at times of peak workloads for other administrative team members.

Assessment

- Monitor the progression of students through PGT programmes.
- Maintain VLE submission sites and ensure all students have access to submission points.
- Receive and process assessments on submission deadlines.
- Input assessment marks in eVision.
- Process mitigating circumstances information.
- Disseminate assessment, submission and marking guidance to all staff and students.
- Oversee administration of dissertation process.

Committees

- Provide administrative support to the Chair of Graduate School Board and service the Graduate School Board which meets termly.
- Service meetings of the Graduate School Board scholarships sub-committee
- Service postgraduate Board of Examiners meetings.
- Service other departmental committees, as required.

JOB DESCRIPTION

At a glance

Salay £25,482—£31,302 a year (reduced pro-rata for part-time working)

Hours of work 29.60 a week

Contract type Open

Based at Heslington Campus West

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## PERSON SPECIFICATION

<table>
<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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<tbody>
<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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<tr>
<td>Knowledge of MS Office and Google</td>
<td>Essential</td>
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<tr>
<td>Knowledge of University of York procedures and systems eg SITS, eVision, Select</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>Excellent IT skills including the ability to maintain web pages</td>
<td>Essential</td>
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<tr>
<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
<td>Essential</td>
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<tr>
<td>Ability to maintain confidential records accurately</td>
<td>Essential</td>
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<td>Advanced skills in prioritisation, in order to meet tight deadlines</td>
<td>Essential</td>
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<td>Ability to work within a team and independently</td>
<td>Essential</td>
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<tr>
<td>Excellent organisational skills</td>
<td>Essential</td>
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### Experience

<table>
<thead>
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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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<tr>
<td>Experience of organising events and meetings</td>
<td>Essential</td>
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<tr>
<td>Experience of prioritising competing demands</td>
<td>Essential</td>
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### Personal attributes

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<tr>
<td>Ability to work as a member of a team</td>
<td>Essential</td>
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<tr>
<td>Ability to work flexibly, to tight deadlines</td>
<td>Essential</td>
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<tr>
<td>Excellent interpersonal skills</td>
<td>Essential</td>
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<tr>
<td>Awareness of and sensitivity to cultural differences</td>
<td>Essential</td>
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THE DEPARTMENT

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. The department has continued to be ranked among the top 10 of UK Linguistics departments in recent national surveys, such as the Times Good University Guide, which is based on research quality, entry standards and graduate prospects, and the Independent’s Complete University Guide, which is based on student satisfaction, research quality, entry standards and graduate prospects.

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 support staff. We offer a wide variety of BA programmes including combined degree programmes with History, Literature, Mathematics and Philosophy. We offer 6 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: https://www.york.ac.uk/language/
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 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 7303
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 28 January 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 Marianne.mcneill@york.ac.uk

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

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