Postgraduate and IPUP Administrator
Department of History

Closing date: 28 March 2019
Interview date: 29 April 2019
Vacancy reference: 7439
INTRODUCTION

The University of York seeks to appoint a part-time Postgraduate and IPUP Administrator to join the administrative team in the Department of History. The post is 30 hours per week (approximately 81% of full-time), with the hours spread over either four or five days each week.

Postgraduate Administrator

Working with the Chair of the Graduate School Board, the duties involve the administration of the Department’s postgraduate programmes, to include 7 taught MA degrees, the MA by Research and the MPhil/PhD programmes. The role holder will act as the key contact for postgraduate student enquiries relating to student records and PhD progression / submission. Key responsibilities include:

- Managing student records and related activities
- Servicing the Graduate School Board
- Administering applications for Exceptional Circumstances affecting Assessment (ECA)

Postgraduate students are a growing area for the Department, particularly in the area of Postgraduate Taught; there are currently around 90 Taught MA students and 70 PhD students.

IPUP Administrator

The role also involves administrative work for the Institute for the Public Understanding of the Past (IPUP). Key responsibilities include:

- Organising and promoting IPUP events, working with professional partners outside the HE sector
- Organising and administering internships
- Working with the central marketing team to update IPUP websites with news items, events and student blogs

The Department is committed to equality and diversity and strives to ensure the working and learning environment is welcoming, fair, and inclusive for staff and students alike - somewhere everyone can fulfil their potential. This is reflected in staff and student recruitment, and in departmental posts, career development, and promotion. The Department has been awarded a Bronze Athena Swan award.

The Department of History is open to considering applications for flexible working.
Main purpose of the role

The role holder provides administrative support to the Department of History’s postgraduate programmes and the Institute for the Public Understanding of the Past (IPUP). The role holder is expected to:

- Respond to queries from applicants, current taught postgraduate students, research students and academic staff.
- Develop office administrative systems relating to administrative processes for postgraduate students, ensuring controls are in place to ensure accuracy and timeliness.
- Provide guidance to the relevant academic officers in the Department who hold their roles on a rotating basis (e.g. the Chair of the Graduate School Board, the Director of IPUP, the Chair of the Board of Studies, the MA Convenors, the International Officer, supervisors of postgraduate students, etc.). The role holder is the point of continuity for these rotating roles and is responsible for updating academic staff on changes to University regulations etc.
- Liaise with other relevant academic departments, particularly the Departments of Politics and English, with whom the Department shares postgraduate taught courses (the Department of History carries out all the administration for these programmes). Liaise with a wider range of departments regarding postgraduate module choices, as well as Research Student Administration and other central service departments.

Key Responsibilities or Duties:

The role holder will be required to undertake the duties outlined below:

Student Records

- Maintain student records, both on the University’s electronic student records systems (SITS, SkillsForge and e:Vision) and the Department’s records. This involves a range of changes such as recording Leave of Absence; Exceptional Circumstances; withdrawal from, or change of, course; monitoring and recording supervisor allocations.
- Provide information to students on the implications of changes e.g. in relation to module changes, taking Leave of Absence etc.
- Provide administrative support to the monitoring of attendance and engagement for all postgraduate students, which includes recording supervisory and Thesis Advisory Panel meetings.
- Analyse, manipulate and interpret information in order to compile detailed summary reports and communications for senior departmental staff such as the Head of Department, the Chair of the Graduate School Board and the Director of IPUP.
- Update academic information for departmental websites relating to current postgraduate students and IPUP, ensuring information is correct and in line with University and Departmental policies.
- Review and develop Departmental policies for the postgraduate area in relation to records, and PhD progression/submission, ensuring the working practices align with University regulations and where relevant, legal regulations. These include contributing to policies and statements such as the Programme Design documents or similar, where the role holder is often the key source of University regulations in the Department as well as the impact of previous policy decisions.
- Lead on the organisation and promotion of IPUP events and activities, including the organisation of internships, public engagement events and the IPUP Steering Group. This includes liaison with partner institutions such as those from the heritage sector.
Develop a strong awareness of Tier 4 monitoring requirements to guide academics and students on University procedures. Develop and implement systems to monitor and record student attendance and engagement in relation to UK Visas and Immigration (UKVI) regulations.

Produce departmental/service-related documentation using different media, e.g., student handbooks, induction and welcome packs, supporting material for taught modules, informal student newsletters etc. This involves reviewing existing material and updating this in line with Departmental and University regulations.

Manage the arrangements for the allocation of modules to PGT students. This includes:

- Contributing to the development of the teaching plan for postgraduate students, advising the Chair of the Board of Studies on the implication of optional modules offered, and potential take-up by students
- Preparing a booklet of information detailing the options available to new students (this varies according to each of the MA programmes and includes modules from other departments as well as History)
- Responding to queries received from students, advising on different options available
- Maintaining a detailed spreadsheet of the modules selected and judging whether these are feasible within the Department’s regulations. This includes requests from other departments.
- Throughout this process, liaising with postgraduate administrators in other departments to keep them informed of selections.

Provide administrative support to the Department’s Exceptional Circumstances process. This involves obtaining information requested by the ECA Committee and communicating the outcome to the student where relevant. It is essential that the information is conveyed accurately and sensitively and remains strictly confidential.

Support the placement module for the MA in Public History, which involves working closely with professional partners outside the HE sector such as heritage organisations, museums and galleries, libraries and archives, film, TV etc. The role holder advises students and staff on the regulations and procedures relating to the module, including supervision and evaluation, and also supports the MA Convenor in the selection of students for the placements.

Maintain a knowledge of visiting students and their requirements, to include a knowledge of the University regulations and the implications for the accumulation of credits for these students.

Service the Department’s Graduate School Board, advising the chair in the preparation of agendas; writing minutes, and acting on points raised by the Board. The role holder contributes to strategic decisions made by the Board.

Assist with student funding work where required.

Postgraduate Research Assessment:

- Update the Departmental policy document for the annual progression process, taking into account changes within the Department and the wider University, and circulating to students and supervisors. Respond to queries from students and staff, advising on the processes and the information required.
- Arrange PhD vivas (including for MA by Research where required), ensuring all those involved are informed of the arrangements.

Postgraduate Events

- Organise the annual PhD conference at the start of each Autumn term, which includes arranging the venue, hiring AV equipment, organising catering, ensuring students and staff are informed, drafting and circulating papers etc.
- Organise the Lund / Bielefeld / York desk exchange and conference, acting as the first point of contact for these activities and liaising with partners in Sweden and Germany.
JOB DESCRIPTION

IPUP Administrator

Reporting to the Director of IPUP, the role holder carries out the following activities:

- Organise a regular events programme including workshops, public events and IPUP conferences. This involves arranging location and equipment, coordinating travel and accommodation for the speaker, promoting the event (including designing publicity) and monitoring expenditure.

- Carry out administrative duties in IPUP such as:
  - Providing secretarial support to the Director
  - Organising meetings such as the IPUP Steering Group, which involves preparing the agenda, taking minutes, circulating papers and contributing to the meeting where required.
  - Supporting/assisting the IPUP Director's liaison with existing or potential external partners.

- Administer a number of internships each year, which includes:
  - Liaising with partner organisations to identify potential Internship opportunities and advising on project descriptions and processes
  - Providing administrative support to the selection process (advertising the internships, circulating information and answering enquiries, keeping notes of the selection decisions)
  - Liaising with the central marketing team to create web pages from the students’ internship blogs
  - Liaising with the Studentship Internship Bureau regarding contracts for hosts and students
  - Ensuring tier 4 requirements are met

Any other duties that fall within the scope of the job.
**PERSON SPECIFICATION**

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or equivalent educational qualifications, or relevant experience</td>
<td>Essential</td>
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<td>Educated to A level or above</td>
<td>Desirable</td>
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**Knowledge**

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<tr>
<td>Thorough knowledge of student-related administrative procedures and processes used in a busy office within the Higher Education sector</td>
<td>Essential</td>
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<td>Knowledge of a range of MS office applications, particularly Word, Excel and Access</td>
<td>Essential</td>
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<tr>
<td>An awareness of regulations and requirements in relation to Tier 4</td>
<td>Essential</td>
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<td>Understanding of the needs of postgraduate students, particularly in supporting diversity or special requirements</td>
<td>Essential</td>
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<td>Knowledge of student-related regulations, ideally relating to postgraduate students.</td>
<td>Essential</td>
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<tr>
<td>Knowledge of the University of York information systems: SITS, Skillsforge and eVision</td>
<td>Desirable</td>
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**Skills, abilities and competencies**

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<tr>
<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel and Access. The ability to update web pages would be useful, but training can be provided.</td>
<td>Essential</td>
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<td>Able to communicate effectively with a wide range of people, verbally and in writing</td>
<td>Essential</td>
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<td>Excellent written skills to update websites and policy documents</td>
<td>Essential</td>
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<td>Able to create and maintain accurate records and to highlight and investigate issues that arise in relation to the data</td>
<td>Essential</td>
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<td>Able to work to a high degree of accuracy</td>
<td>Essential</td>
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<td>Competent in the design and production of a range of information and promotional documentation and literature</td>
<td>Essential</td>
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<tr>
<td>Competent in diary management, with the ability to plan and organise events and activities relating to postgraduate student administration and the IPUP events calendar. 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>Able to produce statistical analysis of data</td>
<td>Essential</td>
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<td>Able to review processes and procedures and to implement the required changes, ensuring that activities are carried out as efficiently and effectively as possible</td>
<td>Essential</td>
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<td>Ability to gather information from several sources, to assess its relevance and to summarise this concisely and clearly for others</td>
<td>Essential</td>
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<td>Able to demonstrate initiative, to be able to drive forward processes and activities to ensure that deadlines are met and activities are completed to the required standards.</td>
<td>Essential</td>
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## PERSON SPECIFICATION

| Ability to deal appropriately with personal data and other confidential information | Essential |
| The ability to update web pages in relation to postgraduate information and IPUP events | Desirable |

### Experience

| Previous experience of working in a student-related administrative role within Higher Education | Essential |
| Experience of organising conferences/events which include external visitors and speakers, arranging accommodation and travel and working within a defined budget. | Essential |
| Experience of analysing data and presenting summary information in a clear and concise format | Essential |
| Experience of organising meetings, preparing agendas and writing minutes | Essential |
| Experience of providing an excellent standard of advice to students and academic staff | Essential |
| Experience of working with complex databases, ideally in relation to student administration, and experience of manipulating data sets | Essential |

### Personal attributes

| Able to work independently or as part of a team | Essential |
| Able to work under pressure and to tight deadlines | Essential |
| Able to work pro-actively with colleagues in other area of the University and with external organisations to support the work of the department | Essential |
| Able to deal with sensitive student issues in a calm and professional manner | Essential |
| A pro-active attitude to the post, with the ability to initiate changes and bring new approaches to the work | Essential |
THE DEPARTMENT

The Department has an international reputation for research and teaching over a chronological span from Late Antiquity to the Twentieth-First Century. Its strengths are organized into nine research clusters: Medieval, Early Modern, Eighteenth Century, Modern Europe, Asia & Middle East, Religion, Public History, Science, Technology, Environment & Medicine, the Americas. The Department’s PhD programme is one of the largest and best-funded in the UK with around 70 PhD students currently registered.

The Department has a strong commitment to interdisciplinarity. Members of the Department are leading participants in the University’s interdisciplinary Centres: for Medieval Studies (CMS), for Renaissance and Early Modern Studies (CREMS), Eighteenth-Century Studies (CECS), Women’s Studies (CWS), the Centre for Modern Studies (CMODS) and Historical Economics and Related Research (CHERRY). Most of these centres offer interdisciplinary MA and PhD programmes. The Department’s commitment to interdisciplinarity is further evidenced in the wide range of undergraduate combined programmes, the MA in Contemporary History and International Politics as well as individual modules at the undergraduate and postgraduate level.

Within the Department of History itself there are also research centres, including the Centre for the Study of Christianity and Culture, the Institute for the Public Understanding of the Past (IPUP) where the MA in Public History is based; and the Centre for Global Health Histories (CGHH), which is at the forefront of the Department’s research in medical humanities, collaborates with the WHO and offers an MA in Medical Humanities and History.

The University provides systematic and sustained support to the development of research facilities and resources for the Humanities. The Raymond Burton Library, a purpose-built facility within the University Library, houses a series of important research collections and supports an extensive collection of on-line electronic research resources. The Borthwick Institute for Archives, adjoining the University Library, is a major public record office with particularly strong holdings on the social, economic and religious history of northern England and other more diverse collections, including medical history; many staff make active use of these archival resources in their teaching. The new Humanities Research Centre, which provides first-class facilities for research projects, PhD students, conferences and seminars, was opened in autumn 2009, with a strong representation from the History department.

The professional support staff form a key part of the Department’s life and work and comprise a team of around 10 FTE staff based in the Vanbrugh College and the Berrick Saul building. Together, the team support the Department’s core activities of teaching and research.

Further information about the department is available at: http://www.york.ac.uk/history/
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 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 to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. 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 multiple 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 7439
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 28 March 2019

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 caroline.edwards@york.ac.uk

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

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