

JOB DESCRIPTION

Job Title: Postgraduate Research Programme Administrator

Overview:

To deliver the administrative support for the college's work with postgraduate research students.

Working hours:

15 hours per week all year round. While set hours can be worked in most weeks of the year, it would help if the post-holder could on occasion be flexible about hours. Hours will increase, in particular, in the build-up to and duration of the research conference held annually in June.

Relationships:

The Postgraduate Research Administrator is a member of the college's administration team and is responsible to the Executive Director who heads up the team. S/he works with the Director of Postgraduate Research who provides day-to-day guidance and direction. S/he also liaises with other members of the tutorial and administrative teams as well as with colleagues at our validating university.

Main responsibilities:

The main responsibilities involve:

Admissions and registration

- processing applications and enquiries from prospective full-time and part-time postgraduate research (PGR) students;
- dealing with the registration of full-time and part-time PGR students, involving liaison with our accrediting university;
- helping plan and support the induction process for PGR students; and
- liaising with the finance team regarding fee queries and issues.

Student administration and support

- processing supervision for student dissertations;
- making arrangements for student course upgrading and viva examinations;
- making arrangements for extensions and suspensions;
- processing the Annual Report;
- processing PGR seminar programmes;
- maintaining directory records for PGR students;
- liaising with internal and external supervisors regarding administration of students' progress;
- liaising with finance team regarding payment to external supervisors;
- helping organise and facilitate occasional social events for PGR students; and
- generally, being a point of contact for PGR students regarding programme queries and concerns.

Research conference

- organising and setting up the annual research conference;
- advising PGR students of details of the conference, including administering booking forms;
- preparing a booklet of abstracts of conference papers; and
- generally, assisting in the smooth running of the conference as it happens.

As a team of colleagues working in the general area of course administration, we look to members of the team to support each other, as appropriate.

Person specification:

Experience and qualifications

- Experience of working in higher education course administration will be an advantage.
- Knowledge of higher degrees will be an advantage.
- Education to degree level is very desirable.

Skills and competencies

- Proficiency in the use of IT and databases.
- Excellence in communicating in written English.
- Ability to work methodically and systematically with strong organisational skills.

Personal qualities

- Committed to the college's Christian vision and ethos.
- Collaborative and flexible approach to working with colleagues.
- Strongly motivated and with ability to take initiative.

Time-line of recruitment process:

7th November 2018: applications open

28th November 2018: applications close

4th December 2018: interviews