

**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE: Erasmus Mundus Administrator	DEPARTMENT: Joint appointment by College of Social Science and College of Science (based in College of Social Science)
LOCATION: Brayford Pool	REPORTS TO: Deputy Head of School of Health and Social Care
GRADE: 4 POST NUMBER: HLSS2418	DATE: November 2012

Context	<p>College administrative staff provide wide ranging administrative support within the College, including supporting and contributing to the effective delivery of Student Administration procedures and processes.</p> <p>The postholder will provide administrative support to two Erasmus Mundus MA programmes coordinated by the University of Lincoln and delivered in cooperation with consortia of EU universities:</p> <ul style="list-style-type: none"> – MA Advanced Development in Social Work (ADVANCES), http://www.socialworkadvances.org/ – MSc Forensic Science, http://forensicerasmusmundus.blogs.lincoln.ac.uk/ <p>Erasmus Mundus programmes are prestigious international MA programmes that are jointly taught by consortia of EU universities, with students studying in a range of countries over the course of two years. The courses are highly international with students coming from all around the world, especially non-EU countries, often with scholarships funded by the European Union.</p>
Job Purpose	<p>To provide administrative support to the University's Erasmus Mundus MA Social Work and MSc Forensic Science programmes. This involves co-ordinating administrative activity within the University of Lincoln (between UoL Student Administration and the Academic School) and within the consortia of universities for the two programmes.</p>

KEY RESPONSIBILITIES

<i>Key Responsibility 1</i>
<p>Administrative support to the Erasmus Mundus consortia</p> <p>Working closely with other College Officers, as directed by the Academic Officer and academic coordinators of Erasmus Mundus courses, to ensure that the administrative tasks of the Erasmus Mundus programmes are discharged in full.</p>
<i>Key Responsibility 2</i>
<p>Support the administration of applications to the two Erasmus Mundus programmes and liaise with</p>

applicants, consortium staff and Admissions regarding arrangements for admissions, applicant interviews and enrolment

Key Responsibility 3

Distribution and provision of information about the Erasmus Mundus programmes and related procedures to consortium staff and potential/actual students

Key Responsibility 4

Liaison and cooperation with staff in a range of university and external services providing support to Erasmus Mundus students (including finance, accommodation, visa office, student support)

Key Responsibility 5

Administrative support for Student Administration functions

Work with Student Administration to ensure the timely and effective co-ordination and communication of Registry functions within the School and EM consortia. This will include:

- * Maintenance and archiving of student records, including contributing to the timely and accurate maintenance of student names and addresses, using the central computerised student records system.
- * acting as a point of liaison with key consortium staff and Student Administration staff in respect of teaching and assessment (including examination) timetabling
- * acting as a point of liaison with key EM consortium staff, Student Administration staff and external examiners in respect of the organisation of Boards of Examiners
- * providing a school and EM consortia collection and transmission service for forms and papers affecting the student record, and an assessment collection and return service, as required.
- * management of attendance registers, and contacting students who are not in attendance, in line with University regulations
- * responsible for supporting effective liaison with Professional, Statutory and Regulatory Bodies (PSRBs), including the European Commission
- * Acting as a referral service for staff/students, in order to resolve any student-related and timetabling queries

Key Responsibility 6

Act as an information and referral service in the Academic School and EM consortia on procedures and paperwork relating to registry and Erasmus Mundus administration of student and programme records.

Key Responsibility 7

Participate in University and consortia events/activities, including student enrolment, the bulk entry of student information onto the central computerized student records system and award ceremonies, as and when required

Key Responsibility 8

Other Duties

Maintain confidentiality in respect of all areas of the job responsibilities and to be aware of current University policy on the Data Protection Act 1998.

Key Responsibility 9

Comply with the University's health and safety and equality and diversity policies in the undertaking of the job responsibilities, and to observe other University requirements relevant to the duties of the post

Key Responsibility 10

Undertake any staff development deemed necessary for the effective performance of duties assigned to the post.

Key Responsibility 11

Administrative support for the Erasmus Mundus programmes:

This support may include:

- * Diary management and the management of papers and correspondence
- * general administrative support
- * organising meetings and events
- * draft agendas, prepare and circulate documents to members
- * attend meetings and draft minutes for consideration by the Chair
- * carrying out relevant follow up work from meetings, and to advise staff of their own action points and follow up.
- * in the absence of the Erasmus Mundus academic coordinators to ensure that urgent matters are referred to appropriate staff for action where relevant.

In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope & Dimensions of The Role	An experienced team member, the post holder will largely manage their own time and determine priorities in order to achieve the required output. The post holder will apply knowledge and judgement to determine the best approach from a number of identifiable solutions in order to resolving problems.
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Key Working Relationships	Internal	Line manager Erasmus Mundus academic coordinators Academic staff in the School/College Students in the School/College Other administrative staff within the College Student Administration staff Student Support Centre
	External	External examiners Professional and accrediting bodies Academic and administrative staff in EM partner universities EACEA and Erasmus Mundus offices

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**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

Job Title: Erasmus Mundus Programmes Officer

Post Number: HLSS2418

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Educated to A level standard (or equivalent qualification) or equivalent work experience	E	A
Experience: Administrative experience within an HE or similar environment Experience of working with international students / customers / partners Experience of supporting multi –organisational projects	E D D	A A A
Skills and Knowledge: Effective administrative skills, with the ability to organise own workload in order to meet tight deadlines Effective communication skills, both oral and written, with the ability to collate and present information to others The ability to draft non-standard documents and reports, or to take detailed minutes at meetings Competent in a range of IT software, including Word, Outlook and Excel or equivalent	E E E E	A / I A / I A / I A / I
Competencies & Personal Attributes: Ability to command the respect of colleagues, with a professional approach to work An effective team member A demonstrable commitment to providing a customer-orientated service and enhancing the 'student experience' Proactive and able to use initiative	E E E E	A / I A / I A / I A / I
Business Requirements: Flexible hours to accommodate very occasional evening and weekend working Very occasional overseas travel	E E	A / I A / I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.