

Job Description



Job Title:	Administration Officer
School/Service:	Administration
Responsible to:	Head of Administration

Job Purpose:

To maintain administrative systems and processes to support the academic cycle in relation to student and course records as required.

Main Duties and Responsibilities:

1. To work closely with other members of the UCLan Cyprus administrative support team, as required, to ensure that course and student records administration is effectively supported.
2. To provide clerical support for data input/ retrieval to/from computerised information systems and examination schedules.
3. To provide clerical support for academic staff, where agreed with the Head of Administration Department, including the preparation of, examination papers (including ensuring that examination papers are produced to meet deadlines), and other required documentation.
4. To provide support for academic administration in relation to the induction, admission, registration and progression of students, examinations and assessment procedures and to attend programme boards.
5. To undertake general administrative duties such as the receipt and distribution of mail and student coursework, drafting of standard letters and memos, support for diary management, the operation of photocopiers and fax machines, timetabling, booking of rooms, accommodation and travel arrangements, maintenance of office circulation and mailing lists, processing of order requisitions
6. To file and retrieve information from established filing systems (both manual and electronic) and to set up new systems as required.
7. To deal with enquiries from staff, students, external clients and members of the public in a courteous and helpful manner.
8. To arrange and service meetings, prepare agendas, minute meetings, distribute action sheets, maintain up-to-date detailed records and check action taken as required.
9. To provide support for functions such as Open and Applicant days, Graduation Ceremonies, induction activities, Examinations conferences and other campus events as required.
10. To liaise with academic staff to obtain records of students not attending classes and/ or not submitting coursework and to maintain accurate and up to date records on appropriate databases and carry out any follow up action. To ensure procedures in this area are consistent and updated.

11. To liaise with other areas of UCLan Cyprus and UCLan UK and external agencies as required.

12. To operate in accordance with regulations and legislation on both data protection and freedom of information and to safeguard standards of security/confidentiality where these relate to UCLan Cyprus.

14. Any other duties commensurate with the post and the grade as agreed with the Head of Administration Department

An ability to work flexibly with other members of the administration team is essential to ensure that the current and future administrative needs of the University are met over the calendar and academic year.

Name:

Date:

Signature :