

European & International Social & Political Studies
Description of administrative roles

Chair of Steering Committee	Chairs the annual meeting of the EISPS Steering Committee. The Steering Committee includes representatives from EISPS participating departments and is responsible for the overall management of the programme.
Director	Oversees the running of EISPS, liaises with outside bodies and UCL central administration.
Programmes Manager	Overall responsibility for the day-to-day administration of EISPS' three programmes, with particular responsibility for Admissions & Marketing, Dual Degree, Estates, Finance, HR and Recruitment.
Teaching & Learning Administrator	First point of contact for students. Responsible for Attendance and Academic Progress, Module Selection, Module Maintenance, Diet Review & Timetabling, Year Abroad, Moodle.
Administrative Assistant	Assists the Programmes Manager and Teaching & Learning Administrator, in particular with Admissions, Attendance, Examinations, Records, Website.
Admissions Tutor & Widening Participation Representative	Oversees the admissions process, delivers the talk on assessment days and ensures offer targets are met.
Departmental Tutor	Monitors student attendance and academic progress, based on termly reports from course teachers, and calls students to account for persistent absence or failure to submit coursework. Oversees documentation of students' ill-health, and informs tutors and the Exam Board in cases of sickness or injury. Deals with matters relating to the Library, student finance (e.g. applications for Hardship Funds and Special Grants), welfare and representation.
Year Abroad & Affiliate Tutor	Responsible for advising BA ESPS/ISPS students with regard to the year abroad, as well as Affiliate students.
Dissertation Coordinator	Monitors progress of dissertation, ensures guidelines are observed, and liaises with supervisors.
Chair of Board of Examiners; Deputy Chair of Board of Examiners	Ensure examination procedures are adhered to, exam papers are double-marked and adjudicated by the External Examiner, and the Board meeting is conducted fairly and according to the rules.
Exams Liaison Officer	Liaises with External Examiner, discharges the schedule of marking, and is responsible for uploading marks, preparing all documentation for Exam Board meetings and minuting these meetings.
Personal Tutors	Responsible for pastoral care and available to discuss academic or personal problems. Provide references regarding summer jobs, <i>stages</i> , postgraduate study, or full-time employment. (Full details on requesting references are given on the EISPS Moodle admin page.)

Careers Liaison Officer	Organizes career information events and refers students to the Careers Advisory Service for further advice on career paths, postgraduate study and further training.
Green Champion	Oversees the local implementation of UCL's environmental sustainability policies.
E-learning Champion	Oversees the local implementation of UCL's E-learning policies.
Safety Officer	Assists the Director with the implementation of UCL's safety policies by regularly reviewing local health and safety arrangements.
Equality, diversity & inclusion lead	Assists the Director with the implementation of UCL's Equal Opportunities policies by acting as a local resource.
Faculty Teaching Committee representative	Represents EISPS at Faculty Teaching Committee meetings.
Faculty Library Committee representative	Represents EISPS at Faculty Library Committee meetings.
Convenor Dissertation	Convenes the presentation component of the final year core module ESPS0029.
Convenor IEHLPP	Convenes the first year core module ESPS0001.