

# Job Description

**Job Title: Quality Assurance and Study Abroad Administrator**

**Department: History**

**Location:** Bloomsbury Campus, London

**Grade:** 6 – £29,089 – £34,090 per annum inclusive of London Allowance (with an expectation the appointment will be made on spine points 21-23)

**Start date:** 27 January 2020 (for six months with the possibility of extension)

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## Reports to:

Departmental Manager

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## Context

UCL History, which dates back to 1830, is consistently ranked as one of the best history departments in the world for quality of both its research and teaching. The department has around 40 permanent academic staff complemented by a team of Teaching Fellows and Graduate Teaching Assistants. All aspects of departmental activity are facilitated and supported by a professional services team of 7. Departmental life is enriched by a number of Research Associates working on specific funded projects. We also host early career researchers.

The department's undergraduate student numbers are around 600; with a sizable graduate student body of 100 taught graduate students and 60 research students.

Most undergraduates take a BA in History, and we also offer Ancient History, History with a European Language and History with a Year Abroad. Our taught masters degrees are MA in History, MA in European History, MA in Ancient History, MA in Transnational Studies, MA in Chinese Health and Humanity, MA in Medieval and Renaissance Studies, and MA in Intellectual History and the History of Political Thought.

We are based in four fine mid-Victorian town houses. Please note that their design will pose difficulties for individuals whose mobility is impaired.

[www.ucl.ac.uk/history](http://www.ucl.ac.uk/history)

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## **Main purpose of the job**

- To provide administrative support to all curricular development and quality assurance tasks in the department (this includes committee servicing)
- To support the department's study abroad and affiliate programme
- Co-ordinate work around student surveys (module and programme)
- Departmental Calendar

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## **Duties and responsibilities:**

### **Quality Assurance**

- To service the departmental Consultative and Teaching Committee (CTC). In liaison with the Chair of the CTC prepare agendas, take minutes and maintain list of follow-up actions; liaise with academic colleagues and external examiners on new module proposals; follow through actions relating to module approval (e.g. submission of completed forms and referral to externals and faculty); module and programme amendments and all other business within the purview of the CTC.
- To co-ordinate completion of Student Evaluation Questionnaires for all modules in the department. These 'feedback' surveys are circulated to students via the Moodle e-learning platform. The format of the questionnaires will be determined by the Director of Teaching. The post holder will be responsible for the timely dissemination and collation of all questionnaires – which form the basis of the Annual Student Experience Review (ASER).
- To co-ordinate the department's Annual Student Experience Review (ASER); providing support to the Head of Department in provision of all the required documentation. The ASER draws together monitoring activities (data review, External Examiner Reports, student surveys, NSS Action Planning) that are extended throughout the year into an annual 'health check' exercise for undergraduate (UG) and postgraduate taught (PGT) provision.
- To be responsible for the annual programme and module review (on the PORTICO record system) for each of the department's undergraduate and graduate programmes of study; on a modular level ensuring all data (such as assessment information) is accurately recorded against modules; and that the diet of modules for the next academic session is accurately recorded on PORTICO.
- Update the department's entries in the UCL Module Catalogue.
- Key Information Statistics. This process takes place in April. All departments are required to provide information, to be recorded on PORTICO, to confirm the number of scheduled contact hours and the number of placement hours for each undergraduate module running in the department.
- To act as Secretary to both the undergraduate and graduate Staff-Student Consultative Committees (including preparation of agenda, minutes and follow-up actions). Co-ordinating allocation of StARs (student representatives) to departmental committees.

### **Study Abroad Administration**

- Working closely with the Tutor for the BA History with a Year Abroad and BA History with a European Language to co-ordinate the placements of History Department students who will be undertaking their year of study abroad.
- Liaison with UCL Study Abroad Office on facilitating arrangements for History students undertaking a year abroad (including, but not confined to, Learning Agreements, Erasmus grant contracts).
- Ensure outgoing History with a European Language and History with a Year Abroad students complete all the necessary preparatory requirements (prior to their placement) and likewise ensure submission of all required documentation during their placements.
- Ensure engagement monitoring in place for Tier 4 students on a period of study abroad.
- Administration relating to the department's Dartmouth programme.
- To liaise with the Head of Department, Departmental Manager and Tutors for History with Year Abroad and History with European Language, and the Global Engagement Office, on the terms and provision of existing agreements with partner institutions; and to facilitate the development of any new agreements as required.
- Maintain all points of information for current and prospective Affiliate, Junior Year Abroad and Erasmus students (notably the web-pages and Moodle). Responsible for the update of the Study Abroad Handbooks for incoming and outgoing.
- Receive and process all Affiliate, Junior Year Abroad and Erasmus applications to the department. Keep an accurate record and maintain contact with these prospective students, and sending institutions, in advance of their arrival. In liaison with the department's Communications Officer, and the Faculty Marketing and Communications Team, maintain regular communications to keep prospective students engaged with the department and optimize conversion from application to registration.

### **Calendar of Events**

- To co-ordinate the preparation of the departmental calendar. The document includes key departmental activities during the year (such as committee meetings) as well as all student-related deadlines (e.g. course-work submission).

### **Other**

- The post holder will be required to support the work of the wider taught programmes team, most notably during the busy summer examination period. This will include support with mark entry, checking submissions and support with examination boards.
- To assist as required with Moodle updates.
- This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.
- The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.

- The post holder will actively follow UCL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.
- The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

# Person specification

Criteria	Essential or Desirable
<b>Qualifications, experience and knowledge</b>	
<i>Minimum of 5 GCSEs at Grade C or above (Including Mathematics and English Language) or equivalent, or having acquired relevant experience.</i>	E
<i>Educated to A level standard, or equivalent experience such as report writing.</i>	D
<i>Experience of quality assurance work in a Higher Education context.</i>	D
<i>Experience of student facing administration in an educational context.</i>	E
<b>Skills and abilities</b>	
<i>Computer literate, including Word, Excel, Outlook, email and internet.</i>	E
<i>Ability to understand and interpret complex regulations; to explain regulations to others.</i>	E
<i>Ability to use a range of software applications, and UCL's e-learning platform (Moodle)</i>	E
<i>Clear verbal and excellent written communication skills (including accurate grammar, spelling and punctuation).</i>	E
<i>Good interpersonal skills and the ability to liaise with a variety of people, including the ability to relate to staff and students in a teaching and learning context.</i>	E
<i>Ability to prioritise and organise own workload.</i>	E
<i>Ability to work under pressure and deal with high volumes of processing.</i>	E
<i>Ability to work accurately and with high attention to detail.</i>	E
<i>Ability to meet time-critical schedules.</i>	E
<i>Ability to work independently and as part of a team.</i>	E
<i>Experience of organising and servicing committees including drafting agendas, taking minutes; tracking and executing follow-up actions.</i>	E
<b>UCL Ways of Working for professional services</b>	
<i>Planning effectively so that work is delivered and others are not delayed</i>	E
<i>Knowing your key stakeholders and keeping them informed</i>	E
<i>Working methodically, prioritising and managing tasks</i>	E

# Apply

To apply for this position visit:

[ucl.ac.uk/jobs](http://ucl.ac.uk/jobs)

## **Application Procedure**

Applications for the position should be made online at <http://www.ucl.ac.uk/hr/jobs/> and click on the 'Current employment opportunities at UCL' link.

Any questions relating to either the post or the applications process should be addressed to Claire Morley, tel: +44 (0)20 7679 1340, email: [claire.morley@ucl.ac.uk](mailto:claire.morley@ucl.ac.uk)