



JOB DESCRIPTION

Job Title:	Assessment Administrator
Grade	D
Campus:	Docklands, Stratford and USS
Responsible to:	Assessment Manager, Head of Assessment, Deputy Academic Registrar
Liaison with:	School Administrators, Academic Staff, Staff in UEL services, external agencies

JOB PURPOSE:

To provide administrative support within the Assessment Unit under the direction of the Assessment Manager and Head of Assessment. The post holder will be responsible for ensuring that UEL staff and students receive a consistent and effective service from the assessment unit and to contribute to the wider administrative team where necessary.

MAIN DUTIES AND RESPONSIBILITIES:

The following duties and responsibilities are intended to give a broad indication of the variety of tasks that an Assessment Unit Administrator in the University may be asked to undertake, and are expressed in sufficient detail to distinguish the grade of the post.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted when this is necessary.

- To assist with the routine administration within the assessment office
- To undertake the timely and accurate retrieval of data from the SITS Database (DELTA).
- To input data on the SITS Database (DELTA) in regards to all student assessment, including Awards and other assessment activities, eg distribution of awards
- To assist in the preparation of statistical and other data
- To support and service school progression boards and other committees within the assessment unit.
- To assist in the organisation of exams and other assessments within the university (on-campus and off campus)
- To assist in the booking of rooms for assessments within UEL (on-campus and off-campus)
- To provide accurate information on University policies and regulations regarding assessment
- To assist in the implementation of university policy regarding assessment
- To assist in the training for invigilators during the exam period(s)
- To assist the senior administrator for assessment in regards to External Examiners and other quality assurance needs
- To undertake other basic administrative work as may be required from time to time, such that it is commensurate with the grade of the post

- To support the work of the student centre helpdesk as required.
- To work between sites as required and on occasion to work in the evening and at week-ends. International travel may be required.
- To work in accordance with and promote UEL's Equality and Diversity policies.

PERSON SPECIFICATION

EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:

Essential criteria

Educated to A level standard or equivalent (A/C)

Desirable criteria

Degree or equivalent (A/C)

KNOWLEDGE AND EXPERIENCE:

Essential criteria

Administrative experience (A/I)

Minute-taking skills (A/I)

Desirable criteria

Experience in HE/FE administration (A/I)

Use of computerised student information systems, E.g. SITS (A/I)

SKILLS AND ABILITIES:

Essential criteria

Excellent IT Skills including experience of databases (A/I/T)

Accurate in attention to detail (A/I/T)

COMMUNICATION

Ability to receive, understand and convey information that needs careful explanation or interpretation e.g. procedures or regulations (A/I)

SERVICE DELIVERY

Experience of exploring and seeking ways to improve and adjust levels and quality of service (A/I)

PLANNING & ORGANISING

Experience of planning, prioritising and organising your own work or resources and proactively working with others to achieve team objectives (A/I)

TEAMWORK & MOTIVATION

Experience of being supportive and encouraging of others, with a flexible approach to delivering team results. Actively contribute to building team morale (A/I)

INITIATIVE AND PROBLEM SOLVING

Experience of using initiative and creativity to resolve problems, identifying practical and suitable solutions. (A/I)

OTHER ESSENTIAL CRITERIA

Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment (A/I)

Willingness to work flexible hours including evenings and to travel to other local campuses for training, where necessary (A/I)

Criteria tested by Key:

A = Application form

C = Certification

I = Interview

P = Presentation

T = Test