

**Company:** Nelson College London Ltd  
**Title:** Academic Administrator/Student Support Lecturer  
**Report to:** Academic Manager and Head of Academic Services  
**Closing Date:** 30<sup>th</sup> September 2019

The Academic Administrator will be providing administrative support to an academic team of management and lecturers. The post holder will be working with the senior academic administrators and other senior managers on a range of administrative and secretarial tasks to support the work of the department and in quality assurance and enhancement.

**Key Responsibilities:**

1. Assisting the Head of Academic Services and the Academic Manager with document preparation for Pearson AMR Visit, OfS and Pearson EE Visits
2. Assisting with document preparation for Academic Board, Principal's Executive Group and Board of Directors meetings
3. Coordinating with Academic Manager to arrange and deliver meetings; board room booking, taking notes and preparing draft minutes for the chair
4. Assisting with document preparation for Assessment Panel, Standardisation meeting and Marker's IV Training, Progression Board, QAEC and Finance Committee
5. Maintaining and tracking all committees' action plans and follow up on outstanding action points
6. Entering student grades on the gradesheet and auditing grades
7. Administer lecturers' access to modules on VLE
8. Allocating students' assignments to the Lecturers for marking
9. Assigning IV forms to the Lecturers
10. Assisting with the maintenance of a central filing system within the department
11. Performing any other tasks or activities that fall within the overall scope of the job

**Person Specification:**

The successful candidate should have knowledge and competence required for standard acceptable performance in carrying out this role.

The Academic Administrator/Student Support Lecturer should possess:

1. Excellent organisational and time management skills
2. Attention to details
3. Ability to work as part of a team and collaborate with other staff
4. Excellent communication skills (written and oral)
5. Knowledge of Word, Excel and Power Point
6. The ability to work effectively under pressure and tight deadlines
7. Customer service skills
8. Minute-taking

Please email your CV and a short covering letter stating your suitability for the role to [a.osiniagova@nelsoncollege.ac.uk](mailto:a.osiniagova@nelsoncollege.ac.uk)

**\*Should you not hear from us within 2 weeks of the closing date, then unfortunately your application has not been successful.**