

Job Description

Job title Student Records Administrator

Faculty/Directorate Registry Services

Grade: D

Role profile: SMD2

Part time (18.5 hours per week)

Permanent

	Duties of the role
Overall purpose of the role	The postholder will be responsible for the creation and maintenance of curriculum records, the operation of data quality checks, support for external returns and exam boards and accuracy of tuition fee information.
Main duties and responsibilities	<p>Curriculum Management</p> <p>Take responsibility for the entry of data for all new courses and course modifications. Ensure that all data fields are complete and are completed in line with the process documentation.</p> <p>Act as a source of guidance to other staff, both in and out of the department, on all issues relating to curriculum set up on the student records system.</p> <p>Liaise with Faculties and other professional service areas on curriculum related areas.</p> <p>Student Records</p> <p>Manage Data Quality items that form part of the DQ schedule, taking action to correct data errors promptly and within the listed time frames</p> <p>Act as a source of guidance to, staff in Faculties and other professional service areas on student record and data quality related issues.</p> <p>Where directed support the work of Strategic Planning Services in managing the data needed for external returns, such as HESA, HESES etc.</p> <p>Provide support for other areas at business-critical times, e.g. Exam Board quality checks, student fee setting, UKVI compliance.</p> <p>Where requested then enter data relating to all aspects of the student records, including assessment results, status changes and tuition fee.</p> <p>Liaise with Faculties, partners and other professional services as required,</p> <p>Other</p> <p>Perform any other duties commensurate with the job grade as reasonably required from time to time.</p> <p>Treat all DMU staff, students, contractors and visitors with dignity and respect. regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.</p> <p>The post holder is required to minimise environmental impact in the performance of the role, promote environmental sustainability within the area of responsibility and actively contribute to the delivery of the DMU Environmental Policy</p> <p>The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting system.</p>

Person Specification

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Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Qualifications & Training	Good standard of general education to A level (or equivalent).	Essential	✓			✓
	Experience of Microsoft Office/Outlook packages including Word, Excel & Teams	Essential	✓			
Previous Work Experience	Experience of operating with large data sets	Essential	✓	✓		
	Demonstrable experience in a customer facing office administrative role	Essential	✓	✓		
	Experience of working in a Higher/Further Education environment.	Desirable	✓	✓		
Specific Knowledge/Skills /Abilities/ Motivation/ Attitude Required	Ability to work effectively as a member of a team and able to communicate with staff from all areas of the University	Essential	✓	✓		
	Ability to prepare documentation for meetings as well as write clear notes, minutes and actions of meetings	Essential	✓	✓		
	Experience and proficiency in using SAP or similar (product lifecycle / customer relationship / curriculum / resource planning) management systems	Essential	✓	✓		
	Demonstrate an enthusiasm, willingness and interest in learning new skills and the ability to adapt to change and lead others through change	Essential	✓	✓		
	High levels of accuracy and attention to detail and the ability to quality check/proof-check work	Essential	✓	✓		
Organisation	Willingness to work flexibly and provide some evening or weekend work if required	Essential	✓	✓		
	Ability to prioritise and organise workload with minimal supervision in a logical and transparent manner whilst adhering to deadlines	Essential	✓	✓		
Equality and Diversity	Able to provide a service to a diverse range of people to promote good relations and equality	Essential	✓	✓		

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Information Governance	Understand confidentiality and the requirements of the Data Protection Act and GDPR	Essential	✓	✓		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**