



## **RICHMOND THE AMERICAN INTERNATIONAL UNIVERSITY IN LONDON**

### **TIMETABLING AND RECORDS ADMINISTRATOR**

**Salary £24,000 to £26,000 per annum  
plus excellent benefits**

The Timetabling and Records Administrator provides key support to Registry Services in the timetabling of the teaching and examination timetables and the management of students' academic records, particularly those held in the University's student records database, and is responsible for the delivery of processes to support students' registration, progression, examination and graduation.

Other duties will include acting as a point of contact for queries and support for students and faculty, taking responsibility for enhancing key systems processes relating to students' study and assessment cycles and ensuring a high level of data quality across the system to support management reporting and statutory returns. This post will provide an opportunity to gain experience in business systems management and development.

The ability to take a planned and structured approach to work and a high level of accuracy and attention to detail are essential. Experience of using large relational databases and proficiency in Microsoft Office Suite is required. An understanding of the American or UK higher education systems will be an advantage.

An undergraduate degree or equivalent working experience is required.

The Timetabling and Records Administrator will be based at the University's Richmond Campus but will be required to work at the Kensington Campus for approximately one day per week.

Richmond is a private, not-for-profit, liberal arts and business studies University. It has dual degree accreditation, awarding UK and US taught undergraduate and master's degrees. Richmond is an equal opportunities employer. A basic level DBS check is required for this position.

For further information about this vacancy and the University, please visit: [www.richmond.ac.uk](http://www.richmond.ac.uk)

**Closing date: Sunday, 22 September 2019.**

**Interview date: Tuesday, 1 October 2019.**

Please submit an application online at <http://careers.richmond.ac.uk/> ensuring you upload a current CV and covering letter, together with details of three recent work-related referees.

**Please note that while submitted applications will be acknowledged, we are unable to provide individual feedback to applicants.**



# RICHMOND THE AMERICAN INTERNATIONAL UNIVERSITY IN LONDON

## JOB DESCRIPTION

**TITLE: TIMETABLING AND RECORDS ADMINISTRATOR, REGISTRY SERVICES**

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### **REPORTING TO:**

The Timetabling and Records Administrator reports to the Deputy Registrar.

### **SUMMARY:**

The Timetabling and Records Administrator provides key support to Registry Services in the timetabling of the teaching and examination timetables and the management of students' academic records, particularly those held in the University's student records database, and is responsible for the delivery of processes to support students' registration, progression, examination and graduation. The Timetabling and Records Administrator also plays a key role as a point of contact for queries and support for both students and faculty.

### **MAIN DUTIES:**

The Timetabling and Records Administrator's main duties are to:

- timetabling of classes and examinations;
- create and maintain course and programme structure records on the PowerCampus student records system;
- take responsibility for key system processes relating to the student study and assessment cycle;
- liaise with satellite campus' in Leeds, Florence and Rome;
- serve on and attend meetings of the Curriculum Development Committee;
- ensure a high level of data quality across the system to support management reporting and statutory returns;
- support in the processes required to monitor and report on registered students as required by the UK Border Agency and Richmond's accrediting bodies;
- identify and implement improvements to increase system use across campus, maintain data accuracy and enhance the effectiveness of processes relating to student administration;
- work with the Estates department to improve space utilization;
- write reports using reporting tools;
- participate in projects to enhance the functionality within the PowerCampus system and improve business processes;
- train system users and provide advice and support to faculty and students;
- perform additional duties as assigned by the Deputy Registrar;
- adhere to and promote the University's health and safety policies and procedures.

## **LOCATION:**

The Timetabling and Records Administrator is located primarily at the University's Richmond Campus but, at the direction of the Deputy Registrar, will be required to work at the University's Kensington Campus for approximately one day per week or for such periods as the Deputy Registrar determines, or as the principal place of work.

## **SPECIAL NOTE:**

A basic level DBS check is required for this position. By the nature of the duties of this position there is a requirement for occasional weekend and evening work during orientation, exam and registration periods.

## **GENERAL:**

The above responsibilities are subject to change at the discretion of the Deputy Registrar and shall include other responsibilities as the Deputy Registrar may from time to time assign. The Deputy Registrar may also, at his discretion; reassign some of the above responsibilities. The Deputy Registrar will work with the Timetabling and Records Administrator to co-ordinate work and resolve problems and will evaluate the Timetabling and Records Administrator's performance.

## **PERSON SPECIFICATION**

### **ESSENTIAL:**

- experience of working with a complex database, such as a student records system, preferably in the higher education sector;
- experience of implementing processes or system changes in an organization;
- good numerical and analytical skills with the ability to analyze complex problems, advise on appropriate solutions;
- microsoft Office Suite and preferably database management skills;
- proficient organizational and administrative skills, and the ability to prioritize work;
- strong communication skills, and experience of working successfully with staff at all levels across an organization to achieve results;
- ability to work well independently and as part of a team to produce work of a high standard to specific deadlines;
- a flexible approach to work and a positive attitude towards change;
- intercultural sensitivity and discretion;
- an undergraduate degree or equivalent working experience.

### **DESIRABLE:**

- experience of working in a higher education environment;
- experience of using report writing tools to extract data from complex systems;
- knowledge and understanding of process evaluation and improvement;
- experience of PowerCampus or similar Banner database;
- an understanding of the American higher education system;
- experience of designing and delivering customer focused training;
- up-to-date knowledge of UKVI, GDPR and Disability legislation, reporting requirements and compliance.

**DATE REVIEWED:** June 2019.