

**BPP Job Description**

**Job Title Academic Administrator**

**Department School of Business**

**Location** **Home and office based**

**Additional details**

**Travel requirements (if applicable):**

**Contract type Part time and permanent**

**Hours of work 22.5**

**Reporting lines Head of Academic Administration**

**Job Purpose**

BPP Business School is a fast-growing Business School specialising in supporting international students from around the world to achieve their career goals. We offer a specialised portfolio of programmes in 4 centres in the UK with intakes throughout the year and we are always striving to enhance the student experience.

We are a dynamic and friendly school, and we take pride in our staff development opportunities. We look for energetic and innovative staff who are passionate about helping people and who want to make a difference.

In conjunction with central teams within BPP University and teams within the School of Business, you will implement, manage and enhance all Academic Administration processes within the School.

This role is key to ensuring that all regulatory requirements are adhered to in relation to BPP University and external regulatory bodies (i.e. ACCA).

**Key Responsibilities**

* Work with the wider Academic Administration team to undertake assessments tasks.
* Ensure that data integrity is adhered to at all times when dealing with assessment tasks.
* Support the smooth running of assessment sessions and deal with queries from internal and external customers.
* Assist with the formatting of examination papers, production of assessments, production of marking materials, collating samples for external examiners and professional bodies.
* Setting up submission links for students to submit assessments
* Maintaining cohort and programme information in relation to assessments
* Support with the coordination of the academic misconduct process within the school
* Support with the coordination of the marking process for all assessments on various assessment software.
* Provide administrative support to the Head of Academic Administration as required
* Undertake any ad hoc duties in line with level of responsibility as allocated by Head of Academic Administration as required

**Skills, experience & qualifications required - Essential**

* Previous experience in an administration role (essential)
* Impeccable attention to detail and a high degree of accuracy
* Strong administration, process and organisational skills
* Enthusiastic and people-focussed
* Excellent customer service skills
* Excellent communication skills
* A good team worker and the ability to work alone without supervision
* Excellent knowledge and skills in using the Microsoft Office suite
* Ability to work under pressure and adhere to deadlines
* Ability to prioritise and multi-task when necessary
* Flexible approach to working in a collaborative environment
* The ability to deal positively with change