JOB DESCRIPTION

Vacancy reference:	SRF23124
Post Title:	Student or Graduate Partner, EMA programme support
Grade:	Grade 4
School/Department:	Vice Chancellor's Office
Reports to:	EMA Workstream Manager (Managing Change)

Purpose

The University of Reading is running a major change programme focused on end-to-end electronic management of assessment (EMA). This includes designing and delivering ways of handling e-submission, e-marking and e-assessment of student work coupled with automation of the underpinning business processes and improving the IT systems required to support this change. As part of the EMA team the post holder will play a significant role supporting a highly effective approach to student engagement in order to ensure the successful delivery of programme outputs among the student community.

Main duties and responsibilities

- Support meaningful and visible engagement with the student community
- Contribute to a greater understanding of student requirements, attitudes and expectations to help maximise the effectiveness and quality of all programme outputs from the student perspective
- Help to design and coordinate student orientated EMA briefings, focus groups and user testing sessions
- Review, develop and ensure ongoing communication surrounding key programme objectives and deliverables within the student community using effective channels of dissemination
- Support and test the development of new functionality, techniques and new business processes from the student perspective
- Input into the design of new tools
- Feedback and explore the impact of programme outputs on the student experience including student engagement, learning and satisfaction
- Support effective ongoing transition within the student community
- Support and train end users (students, academics and professional staff) including the creation and disseminate of new support materials
- Contribute to existing programme communications including the development of news and events content, case studies and resources
- Act as a student champion on campus and during all EMA events
- Effectively represent the student stakeholder voice within the EMA team and act as an major point of liaison between the EMA team and the student body

Supervision received

The post holder will report to the EMA Workstream Manager (Managing Change)

Contact

The post holder will work closely with other student/Graduate Partners, the broader EMA team including project managers, the programme manager and the academic director, RUSU, undergraduate and postgraduate course reps, school reps, the student community across all schools, CQSD and the Technology Enhanced Learning (TEL) team.

Terms and conditions

Full-time, fixed term for 12 months.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

Job Title	School/Department
Student or Graduate Partner EMA programme support	**Vice Chancellor's Office**

Criteria	Essential	Desirable
Skills Required .	• Excellent verbal and written communications skills • Ability to effectively communicate with a range of stakeholders at different levels • Excellent administrative skills • Excellent IT skills across a range of packages including Microsoft Office • Ability to manage multiple tasks and manage deadlines	• Good analytical and problem solving skills
Attainment	• A degree, or working towards completion of a degree, at the University of Reading	
Knowledge	• Familiarity with assessment processes within the University of Reading	• Knowledge of the UK education sector • Understanding the needs and priorities of students and staff within the Higher Education sector • Some knowledge of trends, drivers and challenges surrounding electronic management of assessment across the sector

Relevant Experience	• Experience of working within a busy team environment	• Some small scale research experience • Experience working in any formal student representative capacity within the University • Experience mentoring or training students within the University or experience as a Student Ambassador
Disposition	• Able to work as part of an established team • Able to accept new challenges and innovate • Resilient and confident • Comfortable engaging with a wide range of academic and non-academic staff at all levels as well as the broader student community	

Completed by: Emma Mayhew   Date: 9th April 2018