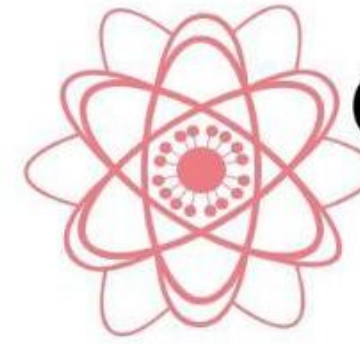




University  
of Glasgow



Glasgow  
Women *in Physics*

# Exploring the Role of an Administrator



# Personal interests (My version of science...)



## Baking

(yes, sometimes it's an experiment)



## Formula 1 (Engineering)



## Knitting

(thanks, Covid lockdown...)







# Studies



City of Arts and Sciences,  
Valencia, Spain

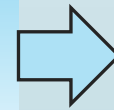


Escuelas de Artesanos,  
Valencia, Spain



Cordes Sur Ciel, France

MA Spanish/French,  
with Erasmus  
(2011-2016)

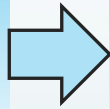


MSc Translation  
Studies  
(2016-2018)

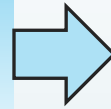


# Career path (so far...)

Clydesdale Bank,  
Business Support  
Team (2017-2019)



Freelance  
Translation  
(2018-2019)



Joined UofG in  
2019 (and the  
rest is history...)





# Administrator

(ædmɪnɪstreɪtəʳ)

1. A person whose job involves helping to organise and supervise the way that an organisation or institution functions.

## The Reality:

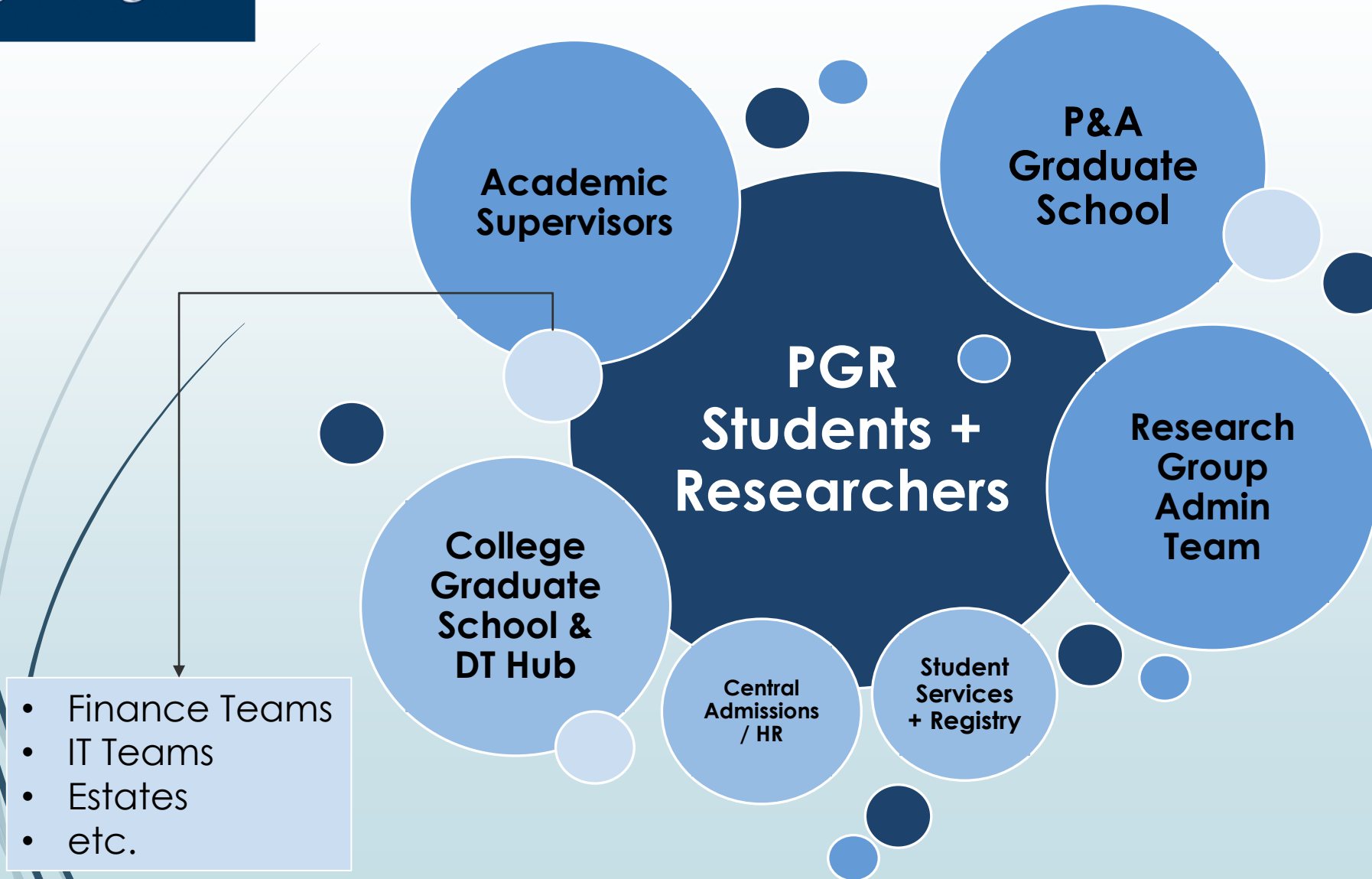






# Research Support Structure

Overview of the people and teams involved in supporting research (specifically PGR students)

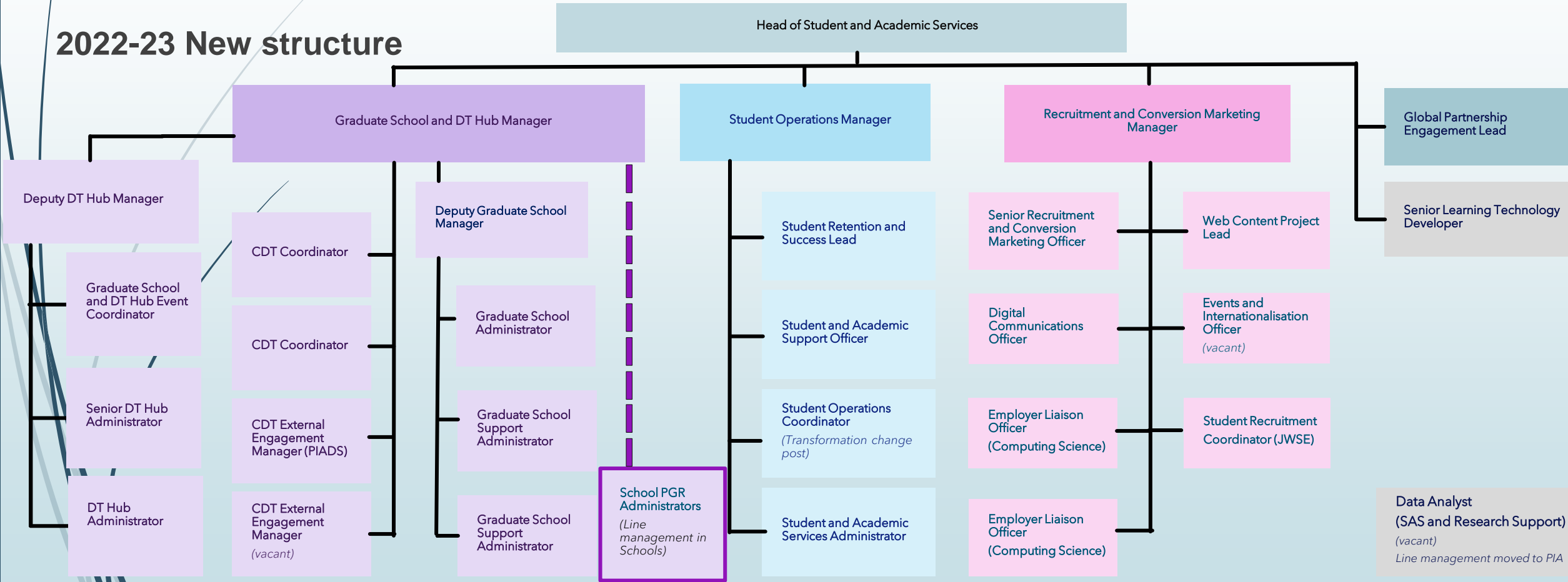




# Student and Academic Services (Organisational Structure)

– Katherine Henderson RTSF Update

2022-23 New structure



AA

Dedicated PGR Support teams



# Research and PGR Support Administrator

## Research Group Administrator

- Travel, expenses and insurance.
- LTAs and Placements.
- Support daily research activities.
- Financial and budget tracking.



## PHAS Graduate School – PGR Administrator

- PGR Applications process.
- PGR admin end-to-end.
- Fees/stipends.
- School travel funds admin.

## Additional Responsibilities...

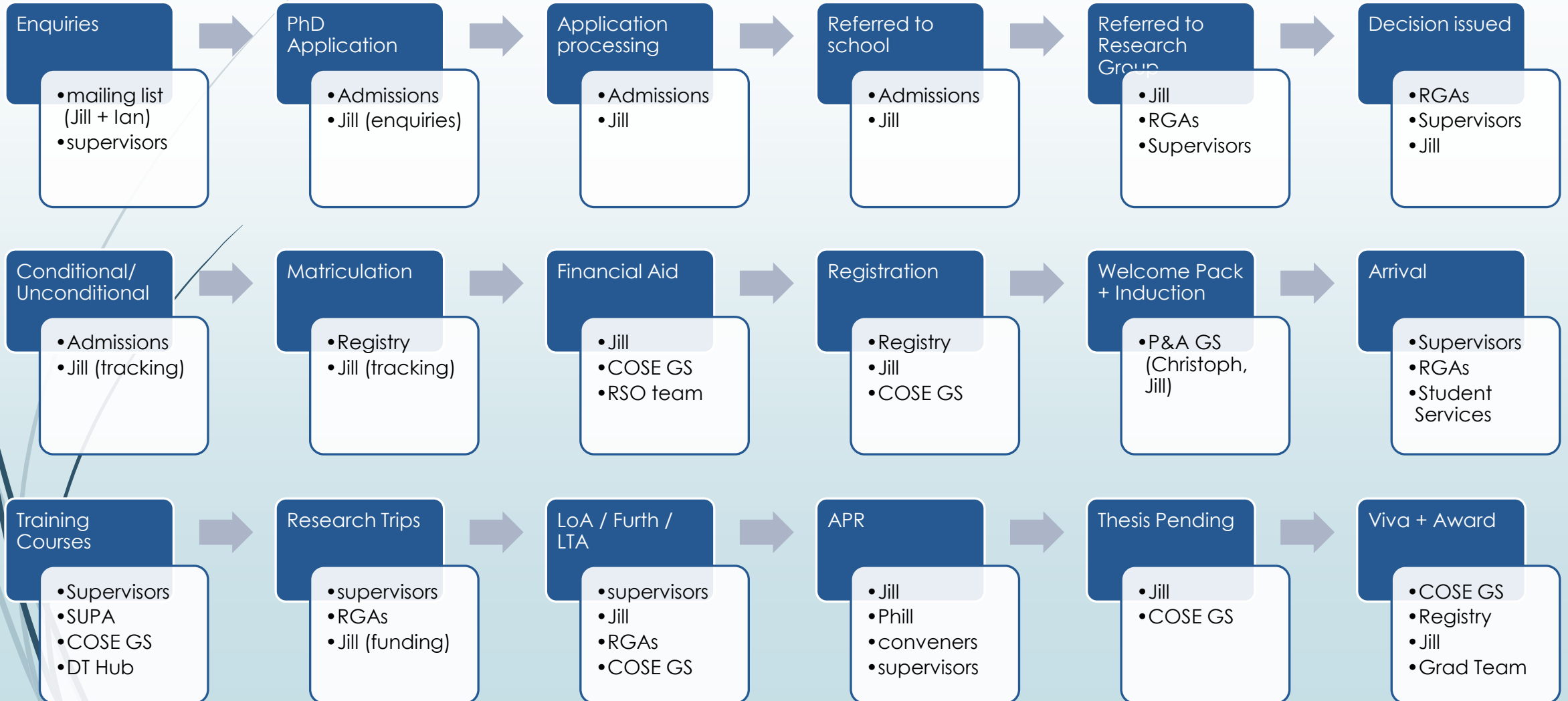
- Record management + reporting.
- Lead training/upskilling for admin staff.
- Process improvements.
- Working groups and User Testing.







# Overview of main stages of PGR journey + main people involved at each stage.





# The fun bits vs the challenges



Event management 😊

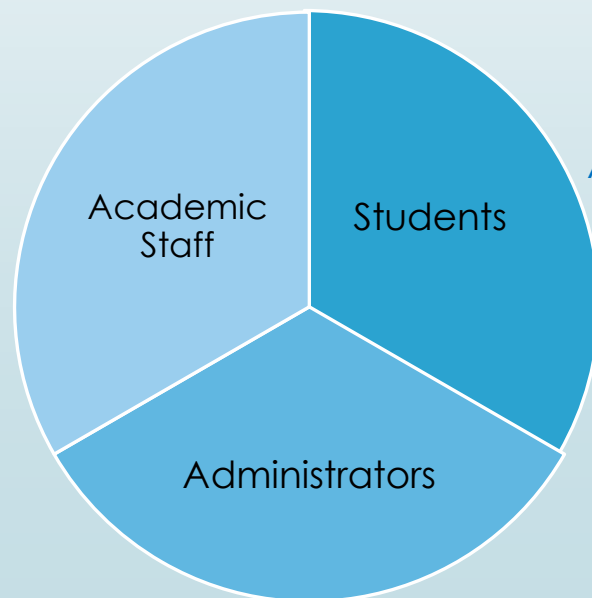


## The importance of University Administration...

“Guaranteeing educational quality and efficient procedures means that academics and administrators must work more closely together”.

“A good University is one where administrators and academics are not at one another’s throats and can work together harmoniously”.

Susan Bassnett (2005) The importance of Professional University Administration: a perspective from a senior university manager, Perspectives, 9:4, 98-102, DOI: 10.1080/13603100500357274



## < Triangular reliance of 3 contributors.

All 3 groups are required to function as a university. All 3 are equally important.



## Admin hopes for the future

Long term goals:

- Strengthen and improve Graduate School support within the school.
- Strengthen and improve PGR student support and experience (SAS goal).
- Work with CoSE team to strengthen PGR processes on a wider scale.

More immediate:

- Improve **guidance** for PhD applicants + PGR students + Supervisors.

We can't promise change of procedures/systems – but we can promise to improve guidance and resources.

- Please give feedback 😊  
[phas-graduateschool@glasgow.ac.uk](mailto:phas-graduateschool@glasgow.ac.uk)  
[Jill.Borland@glasgow.ac.uk](mailto:Jill.Borland@glasgow.ac.uk)