

## 1      **Advertisemen**

**Post Title:** Curriculum and Assessment Coordinator

**School/department:** University of Sussex Business School

**Hours:** Full time hours considered up to a maximum of 36.5 per week. Requests for flexible working options will be considered (subject to business need).

**Location:** Brighton, United Kingdom

**Contract:** Permanent

**Reference:** 21723

**Salary:** starting at £24,533 to £27,979 per annum, pro rata if part time.

**Placed on:** 20 September 2023

**Closing date:** 16 October 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed

**Expected start date:** As soon as possible

We are seeking an experienced, well-organised administrator, able to work on their own initiative whilst being a good team member. They will assist with the coordination of our taught courses specifically relating to curriculum and assessment and the School's accreditation responsibilities.

Duties will include, but are not limited to, dealing with student enquiries, maintaining accurate assessment information, supporting examination boards and ensuring degree courses maintain the required levels of activity and standards to retain accredited status.

Initiative, flexibility and the ability to communicate effectively, both orally and in writing, are essential. A good working knowledge of Microsoft packages is also important.

The post-holder will support key processes in the remit of quality assurance for the School, working closely with the Professional Services Team, and supporting the work of the Curriculum and Assessment Officers and the School's Director of Teaching and Learning.

Please contact Kelly Wing, [k.wing@sussex.ac.uk](mailto:k.wing@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## **2. The School / Division**

Please find further information regarding the school/division at <https://www.sussex.ac.uk/business-school/>

## **3. Job Description**

Job Description for the post of: **Curriculum and Assessment Coordinator**

**Department:** Professional Services

**Section/Unit/School:** University of Sussex Business School

**Location:** Jubilee Building/Working-from-home

**Grade:** 4

**Responsible to:** Curriculum and Assessment Officer / Education Manager: Quality and Enhancement

**Responsible for:** N/A

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### **Purpose of the post:**

To coordinate support for all curriculum and assessment activities within the School; supporting students and faculty; liaising closely with central University teams; providing administrative support to members of staff and dealing with external professional organisations' enquiries.

### **Key Responsibilities:**

#### **1 Support the Director of Teaching and Learning and Heads of Department**

1.1 Arrange and support relevant meetings

1.2 Organise School and departmental events and circulate publicity

1.3 Support School processes for collecting student feedback and reporting to Boards of Study and School Education Committees

## **2 Support curriculum and portfolio development**

- 2.1 To coordinate and process course transfers and other variations of study requests
- 2.2 To coordinate student temporary withdrawal processes within the School and provide guidance to the Director of Student Experience on decisions regarding return to study
- 2.3 To provide support for internal and external audits and reviews, including validation, periodic review and accreditations
- 2.4 Liaise with accreditation bodies' representatives and senior contacts. Effectively communicate on a wide range of issues, by email, on the phone and in person.

## **3 Academic Standards**

- 3.1 In liaison with the AQP Office and the School's Curriculum and Assessment Officers, coordinate arrangements for School Examination Boards
- 3.2 To deal with queries from staff and students regarding assessment regulations and outcomes
- 3.3 Liaison with internal and external examiners
- 3.4 To maintain accurate records of exam board outcomes and to liaise with other units as appropriate, in partnership with colleagues in SPA and AQP Office
- 3.5 To provide administrative support for academic misconduct and appeals processes

## **4 Other responsibilities**

- 4.1 To contribute to the work of the School's administration team

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

## **4. Person Specification**

### **SKILLS / ABILITIES**

#### **Essential Desirable**

Ability to deal effectively and to communicate well with people	x	
Ability to work effectively to deadlines while under pressure	x	
Good ICT skills including databases	x	
High degree of accuracy and attention to detail	x	
Ability to explain regulations and procedures in a clear and concise manner	x	
Ability to work as part of a flexible team	x	

### **KNOWLEDGE**

#### **Essential Desirable**

Knowledge of working in HE environment		x
Knowledge of course and module structures and assessment methods		x
Knowledge of examination board and University regulations in regard to student progress and Assessment		x

#### EXPERIENCE

	Essential	Desirable
Experience of administrative and clerical systems	x	
Experience of supporting and servicing meetings	x	
Experience of quality assurance and examination matters		x

#### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Commitment to providing high levels of service to students and staff	x	
Commitment to team working	x	
Commitment to staff development		x
Ability to deal sensitively with anxious students	x	



BUSINESS  
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