

1 Advertisement

Post Title: Course Coordinator (Postgraduate & Student Progress)

School/department: School of Mathematical and Physical Sciences

Hours: Part time hours considered up to a maximum of 0.6 FTE. Requests for [flexible working](#) options will be considered (subject to business need).

Contract: fixed term for 12 months

Reference: 2269

Salary: starting at £21,814 and rising to £25,217 per annum, pro rata

Placed on: 30 September 2019

Closing date: 25 October 2019. Applications must be received by midnight of the closing date.

Expected interview date: Week commencing 11 November 2019

Expected start date: ASAP after interview

We are seeking to appoint a Course Coordinator for the School of Mathematical and Physical Sciences, to work in a dual role with both the postgraduate masters courses, and the progress of students both undergraduate and postgraduate This is an exciting opportunity to work in a busy, friendly and vibrant unit that aims to provide a top quality student experience. The successful candidate will be helpful and enthusiastic as well as being able to demonstrate excellent organisational, customer service and team work skills.

Duties will include:

- supporting MSc lecturers in the delivery of their courses;
- Co-ordinating the teaching and assessment of MSc students;
- assisting students with admissions enquiries and induction;
- acting as Secretary to the postgraduate Exam Board and assisting in the School examination processes;
- supporting engagement monitoring procedures for all students in the School;
- providing administrative support for School engagement committees;
- maintaining course handbooks and web-sites to a high standard.
- Organising events from large meetings to small conferences

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

The School brings together two outstanding and progressive departments: the Department of Mathematics and the Department of Physics and Astronomy. The synergy of these two subjects enables the School to deliver new and challenging opportunities for faculty and students. These opportunities are expansive and open up many new career paths for our graduates: mathematics already plays a major role in disciplines such as economics and computer science and, increasingly, both mathematics and physics are becoming pivotal in the life sciences revolution.

The School Office is at the very hub of operations for supporting students and faculty. There is a team of thirteen staff who are engaged in a range of activities involving teaching and learning, research and engagement.

3. Job Description

Job Description for the post of: Course Coordinator (Postgraduate & Student Progress)

Department: School of Mathematical and Physical Sciences

Section/Unit/School: School of Mathematical and Physical Sciences

Location: Pevensey II

Grade: 4

Responsible to: School Administrator

Responsible for: N/A

Purpose of the post:

To coordinate support for a range of courses and modules within the school; supporting students; arranging events and conferences, providing administrative support to members of staff.

Key Responsibilities:

1 Support the Director of Taught programmes and heads of departments

1.1 Arrange and support relevant meetings.

1.2 Organise school and departmental events and circulate publicity.

1.3 In conjunction with Student Recruitment Services, support student recruitment events such as student admissions days and open days.

1.4 In conjunction with Student Recruitment Services, support student induction processes, including assisting school-level induction/re-induction events.

2 Administer the school's programmes and courses

2.1 Assist with planning of teaching: maintain timetable relating information and plan teaching groups.

2.2 To co-ordinate school based 'keeping warm' activities for prospective students in liaison with colleagues in Student Recruitment Services.

2.3 Assist with planning the co-ordination of student course options.

2.4 Maintain, publish and distribute course outlines and reading lists and assist with the editing of handbooks and the website.

2.5 Support processes for academic advising and attendance monitoring.

2.6 Deal effectively and efficiently with enquiries from staff, students and visitors.

3 Support the administration of teaching support processes

3.1 Assist with the assessment and examination process in liaison with the convenors and other School support staff and the Student Progress and Assessment office, including supporting examination boards and external moderation.

3.2 Provide support for quality assurance and student feedback activities.

3.3 Where appropriate, support placement, field trips, sandwich years and other course specific administration.

3.4 Provide assistance to student support services in respect of student attendance monitoring processes.

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 |
|---|-----------|-----------|
| Excellent communication skills, both oral and written | X | |
| The ability to deal effectively with people at a range of levels | X | |
| The ability to work effectively to deadlines while under pressure | X | |
| Good ICT skills, including using 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 plan own workload | X | |

KNOWLEDGE

| | Essential | Desirable |
|--|-----------|-----------|
| Knowledge of programme and course structures and assessment methods | X | |
| Knowledge of working in a higher education environment | X | |
| Knowledge of examination board and University regulations in regard to student progress and assessment | | X |

EXPERIENCE

| | Essential | Desirable |
|---|-----------|-----------|
| Administrative and clerical systems | X | |
| Supporting and servicing meetings (including preparing committee agendas and writing minutes) | X | |
| Experience of document and website editing | | X |

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|--|--|---|
| Experience of quality assurance and examinations matters | | X |
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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 | |