1 Advertisement

Post Title: Research Student Coordinator
School/department: Student Experience Division, Research Student Admin Office
Hours: 18.25 hours per week. Pattern of work to be spread over the latter end of the week (Weds / Thurs / Fri)
Contract: fixed-term until 30 August 2022
Reference: 5193
Salary: starting at £21,814 to £25,217 per annum, pro rata
Closing date: 10 February 2021. Applications must be received by midnight of the closing date.
Expected Interview date: 17 February 2021
Expected start date: as soon as possible

The Research Student Administration Office is looking for a friendly, helpful and efficient new member of staff to join our core team of Research Student Coordinators.

This rewarding post will have responsibility for handling the administrative arrangements supporting research student final examination and graduation. Working closely with and advising academic and professional services colleagues, the post holder will be responsible for a range of tasks, including the nomination of examiners, approval of examination outcomes and making arrangements for research students to participate in final award ceremonies.

The successful applicant will be patient, friendly, welcoming and possess excellent communication skills. Computer literacy is crucial, alongside a close attention to detail. You will need to have office-based, administrative experience, ideally within higher education, a strong record of excellent customer service and enjoy working with people from across the globe.

It is expected that the role holder would work from home during the pandemic, with remote support and equipment available. Occasional days on campus are required, with the longer-term expectation of being based predominantly on campus, subject to UK government policy.

Please contact Miles Willey, Head of RSAO, M.Willey@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 www.sussex.ac.uk/schoolsandservices/professionalservices/student-experience

3. Job Description

Job Description for the post of: Research Student Coordinator

Department Research Student Administration Office
Section/Unit/School Student Experience Division
Location Sussex House
Grade 4
Responsible to Head of Research Student Administration Office
Responsible for n/a

Purpose of the post:

The Research Student Administration Office is responsible for all aspects of the postgraduate research student journey from first registration to award, including registration, progress, assessment, examination and graduation. The post holder will be one of a team of Research Student Coordinators carrying out a range of activities related to the admission, progress and assessment of approximately 1,200 postgraduate research (PGR) students, and will have responsibility for a specific area within this wider remit. The exact portfolio of each team member will be kept under review and may be altered by the Head of the Research Student Administration Office following discussion.

Key responsibilities:

Progress and Assessment:

- Overseeing registration procedures for returning PGR students
- Monitoring the status of PGR students and maintaining accurate records
- Overseeing the annual review process
- Formal appointment of thesis supervisors and internal and external examiners
- Processing thesis submissions
- Preparing documentation for transmission to the Research Degrees Exam Board
- Operating the separate procedures necessary for re-examination
- Maintaining lists of students eligible to graduate at each ceremony
- Arranging regular mailings to students regarding registration, annual review, visa renewal and graduation and updating the University systems as appropriate
Specific duties:

**Progress**

- Registration of all returning PGR students in September, January and May each year including: preparation of the computer record; providing relevant listings and materials and chasing unregistered students
- Maintenance of student progress and registration details including: processing requests for intermission, transfer to pre-submission status and applications for fieldwork, changes to mode of attendance and degree
- Calculation of fees for all non-standard registrations (e.g. fieldwork, collaborative students)
- Registration of students on non-standard research degrees
- Initiating and coordinating the process for Annual Review of research degree students including providing lists of students and other relevant information to Directors of Doctoral Studies
- Co-ordinating applications for research degree extensions including: advising students, supervisors and Directors of Doctoral Studies about the procedures
- Arranging for the formal appointment of supervisors

**Assessment**

- Arranging for the formal appointment of examiners through the Research Degrees Exam Board following processes with the Supervisor and Director of Doctoral Studies
- Preparing documentation for Senate Awards Ratification Committee as appropriate
- Liaising with the Administrative Officer and Head of Office on cases to be referred to the Research Degrees Exam Board
- Processing examiners' fees and expenses
- Responsibility for maintaining the definitive list of those students eligible to graduate at each ceremony. This involves: identifying research degree students on an individual basis; identifying students carried forward from previous ceremonies; identifying those in debt who will not be eligible to graduate and making last minute amendments to the graduation programme
- Arranging for electronic publication of theses via Sussex Research Online and maintaining records of thesis embargoes in consultation with Directors of Doctoral Studies and colleagues in the Library
Level of Responsibility

The post involves a relatively high degree of responsibility and use of initiative. The post holder is supervised by the Head of the Research Student Administration Office but is expected to prioritise their own workload on a daily basis (once trained). The work peaks at various times during the academic year and the post holder will have to work to deadlines, some of which will be demanding. The post holder will be required to develop knowledge of the procedures and operations within each section of the Research Student Administration Office, and an understanding of postgraduate administrative structures across the University. They will be expected to advise students and academic staff on appropriate courses of action, and to handle enquiries efficiently and with customer awareness.

General Requirements

The post holder is expected to be courteous and helpful when dealing with enquirers, and be willing to co-operate within a team of staff in a flexible and helpful manner. The office has a reception point for students, staff and other customers and is open plan. The post holder should expect to accommodate frequent interruptions throughout the day as part of the normal course of work.

This job description sets out the current duties of the post which may vary from time to time without changing the general character of the post or the level of responsibility entailed.
### SKILLS / ABILITIES

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<th>Ability / Skill</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Ability to work accurately under pressure</td>
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<td>Good word processing skills, computer literacy, familiarity with email systems and use of databases</td>
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<td>Excellent oral and written communication skills</td>
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<td>Ability to pay close attention to detail</td>
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### KNOWLEDGE

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<tr>
<td>Familiarity with the Data Protection Act</td>
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<td>Some knowledge of the Tier 4 UK Visa and Immigration process</td>
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<td>Knowledge of University regulations and procedures as they relate to postgraduate or undergraduate students</td>
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### EXPERIENCE

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<td>Experience of office-based, administrative work</td>
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<td>Experience of organising and prioritising a large volume of work and working to deadlines</td>
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<td>Good ‘customer service’ experience</td>
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<td>Experience of working in Higher Education</td>
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### QUALIFICATIONS

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<tr>
<td>GCSE or equivalent Maths and English A* - C</td>
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### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

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<td>Excellent customer service and ‘people skills’</td>
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<td>Willingness to work within a team in a co-operative and helpful manner</td>
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<td>Ability to work with minimum supervision (after training)</td>
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<td>Ability to deal with members of the public in a friendly, patient and helpful manner</td>
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<td>A commitment to equality of opportunity</td>
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