



## 1 Advertisement

**Post Title:** Course Coordinator

**School/department:** School of Mathematical and Physical Sciences

**Hours:** 0.6 FTE / 21.9 hours

Requests for flexible working options will be considered (subject to business need).

This is a hybrid role, specific arrangements for hybrid working to be agreed on appointment.

**Contract:** Permanent

**Reference:** 9100

**Salary:** starting at £23,144 to £26,396 per annum, pro rata if part time

**Placed on:** 18 July 2022

**Closing date:** 05 August 2022. Applications must be received by midnight of the closing date.

**Expected interview date:** TBC

**Expected start date:** ASAP

Are you an experienced administrator looking for a brand-new challenge?

An exciting opportunity has arisen for a proactive professional to join the dynamic and friendly MPS administrative team.

You will be a confident communicator with strong IT and organisational skills and excellent attention to detail.

You will be versatile, enthusiastic, and enjoy working closely with colleagues to deliver a high standard of service to our students and colleagues.

Working within the Teaching and Learning team you will coordinate all elements of the postgraduate taught student journey and enjoy a wide variety of tasks that will vary throughout the year, keeping the job fresh and interesting.

The role involves a variety of tasks which include:

- Supporting lecturers in the delivery of their courses
- Coordinating the teaching and assessment of students
- Assisting students with induction and option choices
- Acting as secretary to the postgraduate taught module assurance board and assisting in school examination processes
- Maintaining course materials and websites to a high standard
- Working with the Curriculum and Assessment Officer to support the postgraduate taught Exam Boards
- Responding to admissions enquiries

Additionally, the role provides administrative support to undergraduate degrees as required, working with the undergraduate course coordinator and senior course coordinator, as well as being part of the wider school office team. The School Office is vital to the smooth-running of the school and you will contribute to the high standards of service delivery.

Please contact Gemma Harman [G.Harman@sussex.ac.uk](mailto:G.Harman@sussex.ac.uk) for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

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.*

**Please note: The University requires that work undertaken for the University is performed from the UK.**

## 2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/mps/>

## 3. Job Description

Job Description for the post of: Course Coordinator

**Department:** School of Mathematical and Physical Sciences

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

**Location:** School Office, Pevensey II

**Grade:** 4

**Responsible to:** Deputy School Administrator

**Responsible for:** No direct reports

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

To coordinate support for a range of courses and modules within the school, supporting students and 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 conveners 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
Experience of working in a higher education environment	X	
Experience of student records systems		X
Experience of quality assurance and examinations 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	
Outward looking and positive towards new challenges	X	
Willingness to instigate technological solutions to tasks to work smartly and increase efficiency	X	