UNIVERSITY OF SUSSEX

1 Advertisement

Post Title: Course Coordinator**.**
School/department: School of Psychology
Hours: Full time. Requests for flexible working options will be considered (subject to business need)
Contract: Permanent
Reference: 9553
Salary: starting at £23,144 and rising to £26,396 per annum.
Placed on: 08 September 2022
Closing date: 26 September 2022. Applications must be received by midnight of the closing date.
Expected Interview date: TBC.
Expected start date: As soon as possible

The School of Psychology are seeking to appoint an experienced and highly motivated administrator to take up a key role in our course administration team.

The role will work closely with a Senior Course Coordinator to support a range of taught courses, deliver an excellent service to students, and provide administrative support to members of staff. Duties will include, but are not limited to, dealing with staff/student enquiries, maintaining course and timetable information and supporting examination and assessment processes.

With a strong background in administration you should have the ability to show initiative, be able to communicate effectively and enjoy working as part of a busy and diverse team.

Please contact Brigitte Groves (b.groves@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.   School/Division

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

3.   Job Description

Job Description for the post of: **Course Coordinator**

School: Psychology

Location: Pevensey 1 2A13

Grade: 4

Responsible to: Senior Course Coordinator and the Deputy School Administrator.

Key Responsibilities:

1.   Administer the school's courses

1.1   Assist administratively with the planning of teaching by maintaining timetable relating information and teaching groups.

1.2   Maintaining records, entering data and updating tracking documents

1.3   Assist administratively with the co-ordination of student course options.

1.4   Deal effectively and efficiently with a wide range of enquiries from staff, students and visitors, providing advice and guidance as appropriate.

1.5   Assist with the smooth running of student assessments and related administrative tasks.

1.6   Respond to email enquires received through a shared email account.

1.7   Arrange and support meetings if required.

2. Support the administration of teaching support processes

2.1   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.

2.2   Provide support for quality assurance and student feedback activities.

3.   Other responsibilities
3.1   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

INDICATIVE PERFORMANCE CRITERIA

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education

2. Effective planning and organisational skills to organise own workload and priorities.

3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.

4. Ability to work flexibly within a small team and also on own initiative.

5. Competent IT skills to effectively manage own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience of administrative and clerical systems

2. High degree of accuracy and attention to detail.

3. Commitment to providing high levels of service to students and staff

4. Ability to deal sensitively with anxious students

5. Outward looking and positive towards new challenges

DESIRABLE CRITERIA

1. Two years' experience in a similar role.

2. Two years' experience working in a university or similar environment.

3. Knowledge of course and module structures and assessment methods

4. Knowledge of examination board and University regulations regarding student progress and assessment

5. Experience of student records systems