



1 Advertisement

Post Title: Course Coordinator

School/department: School of Life Sciences

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

Contract: permanent

Reference: 8899

Salary: starting at £22,254 to £25,627 per annum, pro rata if part time

Placed on: 13 June 2022

Closing date: 01 July 2022. Applications must be received by midnight of the closing date.

Expected Interview date: TBC.

Expected start date: ASAP

We are seeking an experienced, well-organised Course Coordinator, who is a good team member, to assist with the coordination of our taught courses offered by the School of Life Sciences.

Duties will include dealing with student enquiries, maintaining assessment information, distributing student information and supporting examination boards. 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.

Please contact Amy Horwood (A.Horwood@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.

2. The School / Division

The [School of Life Sciences](#) has a mission statement *to enhance human health and environmental sustainability, through research, education and knowledge exchange*. It undertakes research, teaching and engagement across a wide range of the Life Sciences, from Chemistry to Conservation Biology. The breadth and depth of cutting-edge research and innovative teaching practice requires a diverse community who work across boundaries to deliver excellence.

The School is the largest in the University in terms of research activity, with an annual research income of £16m, and is one of the largest in terms of student and staff population: The School has a teaching and research faculty of around 100, over 200 research fellows and technicians, and an administrative team of around 25. We aim to develop scientists that are able to connect with global issues and develop innovative solutions to the challenges that face the planet.

The School is committed to the [University's core values](#) of kindness, integrity, inclusion, collaboration and courage. The Equality, Diversity and Inclusion Committee (with representation on the School Management Committee) promotes and encourages our values across the School, [championing initiatives](#) that meet the [University's goals](#) of being Equal, Diverse, Accessible and Flexible. We currently hold an Athena SWAN Silver Award and have a BAME Awarding Gap Committee who closely liaise with the University's Race Equality Charter committee. The School also hosts a wellbeing room and a multi-faith prayer room within its estate. We believe that equality, diversity and inclusion is everyone's business and aim to provide a friendly and supportive environment for all who work, study and visit the School of Life Sciences.

3. Job Description

Job Description for the post of: Course Coordinator

Department:	N/A
Section/Unit/School:	School of Life Sciences
Location:	John Maynard Smith Building
Grade:	4
Responsible to:	Deputy School Administrator (Senior Course Coordinator day to day)
Responsible for:	N/A

Purpose of the post:

To coordinate support for a range of taught courses within the School; supporting students; providing administrative support to members of staff.

1. Administer the school's courses

- 1.1 Assist with planning of teaching: maintain timetable relating information and plan teaching groups.
- 1.2 To co-ordinate school based 'keeping warm' activities for prospective students in liaison with colleagues in Student Recruitment Services.
- 1.3 Assist with planning the co-ordination of student course options.
- 1.4 Maintain, publish and distribute course outlines and reading lists and assist with the editing of handbooks and the website.
- 1.5 Support processes for academic advising and attendance monitoring.
- 1.6 Deal effectively and efficiently with enquiries from staff, students and visitors.

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.
- 2.3 Where appropriate, support placement, field trips, sandwich years and other programme specific administration.
- 2.4 Provide assistance to student support services in respect of student attendance monitoring processes.

3. Support the Director of Teaching and Learning and Subject Chairs

- 3.1 Arrange and support relevant meetings.
- 3.2 Organise school and departmental events and circulate publicity.
- 3.3 In conjunction with Student Recruitment Services, support student recruitment events such as student admissions days and open days.
- 3.4 In conjunction with Student Recruitment Services, support student induction processes, including assisting school-level induction/re-induction events.

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	
Ability to plan own workload	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 manor	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 (including preparing committee agendas and writing minutes)	X	
Experience of quality assurance and examination matters		X
Experience of student records systems		X

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Commitment to providing high levels of service to students and staff	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	