



## 1. Advertisement

**Post Title: Educational Enhancement Coordinator**

**School/department:** Student Experience: Educational Enhancement

**Hours:** Full or part- hours considered up to 36.5 hours per week. Requests for [flexible working](#) options will be considered (subject to business need).

**Contract:** 12 month fixed-term contract

**Reference:** 10158

**Salary range:** Starting £23,144 to £26,396 per annum

**Placed on:** 10 November 2022

**Closing date:** 07 December 2022. Applications must be received by midnight of the closing date.

**Expected interview date:** to be confirmed

**Expected start date:** As soon as possible.

The University of Sussex is seeking to appoint an enthusiastic, creative and highly motivated individual to join the Educational Enhancement department for a one year. This important role will deliver high quality administrative support to meet the needs of the team.

This is an exciting opportunity to join a specialist team committed to enhancing teaching and learning at Sussex, and an opportunity for an individual interested in a career within the field of education and learning technologies to gain valuable skills and experience in a supportive environment.

This role involves working across the university to support the three teams within Educational Enhancement: Academic Development, Learning Technologies and Online Distance Learning. The role involves coordination of the department's programme of workshops and events; provision of project support including support for the University's e-submission and e-feedback process; support for the department's digital communication channels and provision of administrative support to the Head of Educational Enhancement.

If you'd like to discuss the role in more detail, please email the Head of Educational Enhancement, Dr Katie Piatt, [K.Piatt@sussex.ac.uk](mailto:K.Piatt@sussex.ac.uk)

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.*

**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/schoolsandservices/professionalservices/student-experience>

**3. Job description: Educational Enhancement Coordinator**

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| <b>Job Title:</b>       | Education Enhancement Coordinator  |
| <b>Grade:</b>           | 4  |
| <b>School/Division:</b> | Student Experience/Educational Enhancement   |
| <b>Location:</b>        | The Library/hybrid   |
| <b>Responsible to:</b>  | Head of Educational Enhancement  |
| <b>Direct reports:</b>  | None   |
| <b>Key contacts:</b>    | Educational Enhancement Team<br>ITS<br>Finance<br>HR<br>Other Academic Services teams<br>Academic and professional services staff in schools |

**Role description:**

The role involves coordination of the department's programme of workshops and events; provision of project support including support for the University's e-submission and e-feedback process; support for the department's digital communication channels; production of the department's termly newsletter and; provision of administrative support to the Head of Educational Enhancement.

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**PRINCIPAL ACCOUNTABILITIES**

- 1. Organise and support projects.**
- 2. To provide administrative assistance to the Head of Academic Practice, Educational Enhancement.**
- 3. Coordinating the publication of Educational Office information.**
- 4. Supporting the Educational Enhancement Management team in the range of people-management activities.**

**KEY RESPONSIBILITIES**

- 1. Organise and support projects**
  - 1.1 Support the activities of the Educational Enhancement Office including activities in support of the University's virtual learning environment and e-submission and e-feedback process, which may include organising and co-delivering workshops and

events; report generation; the testing of new applications; and production of help documentation.

**2. To provide administrative assistance to the Head of Educational Enhancement**

- 2.1 Managing invoices and payments
- 2.2 Confidential filing and record keeping
- 2.3 Equipment management

**3. Coordinating the publication of Educational Enhancement Office information**

- 3.1 Maintaining records and databases
- 3.2 Maintaining a comprehensive set of departmental records and documentation
- 3.3 Undertake editorial duties relating to the departmental website, following University guidelines and as part of the network of web editors within Educational Enhancement.
- 3.4 Provide local support to the Head of Educational Enhancement in the department's teaching and learning dissemination activities including support for appropriate meetings and events.
- 3.5 Support internal Educational Enhancement professional development activities (e.g. setting up and promoting workshops and events) linking in to University wide internal communications team.
- 3.6 Undertake editorial activities for the Educational Enhancement newsletter, contribute to Educational Enhancement blog and management of other social media channels
- 3.7 Coordination of student representation and engagement in Educational Enhancement projects.

**4. Supporting the Educational Enhancement Management team in the range of people-management activities**

- 4.1 Act as a liaison point with Finance/HR administration
- 4.2 Support arrangements for staff recruitment
- 4.3 Support for staff induction
- 4.4 Maintaining records of absence due to sickness and holidays

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.

October 2022

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Excellent written and oral skills with a concern for accuracy
2. Ability to prioritise work to meet deadlines in a busy work environment
3. IT literate with proven experience working with MS Office products and with the ability to learn new software/systems.
4. Evidence of a good level of analytical and numerical ability
5. A proactive approach to problem solving
6. Comfortable working on routine aspects of administration
7. Ability to communicate effectively and build relationships with a wide range of different people
8. Knowledge of and commitment to providing a high level of service
9. Evidence of a high degree of personal initiative and commitment to self-development
10. Providing administrative support including supporting and servicing meetings and committees and report writing.
11. Working within an administrative role in a busy environment
12. Experience of producing/contributing to marketing materials and publications
13. Sensitivity, tact and the ability to remain calm when working to different priorities
14. Experience of working cooperatively as part of a team to meet objectives
15. Approachable, helpful and flexible
16. Understanding of and commitment to confidentiality

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Appreciation of the need to maintain confidentiality and keep information and data secure

### **DESIRABLE CRITERIA**

1. Demonstrable understanding of HE sector
2. Experience of working within a higher education environment
3. Working in a changing work environment and making a positive contribution to the change.