1 Advertisement

Post Title: Curriculum and Assessment Officer (Social Science/Student Support)
School/department: Social Science/Student Support
Hours: Full time hours, 36.5 per week
Requests for flexible working options will be considered (subject to business need).
Contract: permanent
Reference: 6164
Salary: starting at £25,941 to £30,046 per annum, pro rata if part time.
Placed on: 24 June 2021
Closing date: 12 July 2021. Applications must be received by midnight of the closing date.
Expected Interview date: asap
Expected start date: asap

This vacancy is only open to those currently employed by the University.

The Social Science cluster is seeking to appoint a well organised Curriculum and Assessment Officer to provide administrative support for curriculum, compliance, and student assessment processes. The post will have a focus on student support processes including complaints, appeals, reasonable adjustments and extenuating circumstances.

The post-holder will work closely with the Senior Quality & Enhancement Officer, Director of Student Experience, and other senior staff as well as other CAOs and academic services.

This role would suit applicants with experience of working within a higher education environment with significant experience of student and course administration. Experience of working in the cluster would be an advantage.

Please contact Pippa Robinson or Emilia Roycroft for informal enquiries.

For full details and how to apply see our vacancies page
http://www.sussex.ac.uk/schoolsandservices/schools/

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: Schools and services : University of Sussex

3. Job Description
Job Description for the post of: Curriculum and Assessment Officer (Student Support)

School: Social Science Cluster
Location: TBC
Grade: 5
Responsible to: Senior Quality & Enhancement Officer
Responsible for: Supervision of Curriculum & Assessment Coordinator(s) and Student Experience Coordinator(s).

Key Responsibilities:

1 Student Support Administration

1.1 To provide administrative support and guidance for school student support activities with the Director of Teaching and Learning, Director of Student Experience, HoDs, course and module convenors, in accordance with University policy and procedures

1.2 To arrange and support relevant meetings, including acting as Secretary to School Committees such as the School Student Progress Committee (SSPC), involving liaison with the relevant Chair to draw up agendas, the collation and circulation of papers, minuting the meeting and taking the necessary follow-up actions

1.3 The preparation of reports for Professional Service Team colleagues and central University units.

1.4 To coordinate and process transfers and other variations of study requests.

1.5 To coordinate student temporary withdrawal processes within the School and provide guidance to Examination Boards on decisions regarding return to study

1.6 Manage student complaints, appeals and disciplinary matters. Arrange and support relevant meetings, providing information to students and staff.

1.7 Administration of processes involving sensitive materials and data, such as claims for extenuating circumstance and students at risk.

1.8 To provide administrative support for the academic misconduct and appeals processes

1.9 Manage the operations and improvement of attendance and engagement monitoring assuring compliance with university processes.

1.10 To deal with queries from staff and students regarding assessment regulations and outcomes

2 Student Support and Experience

2.1 Develop and deliver a range of Student Experience and enhancement activities aimed at increasing levels of student satisfaction and contributing to School Education
Strategies.

2.2 Identify enhancements to processes and systems which support the improvement of student support and experience. Ensure that levels of student satisfaction are reflected in feedback, and present analysis and recommendations for improvement.

2.3 Interpret, analyse and communicate data from a range of sources to evaluate impact and plan for improvement in student experience.

2.4 Provide guidance for quality assurance and student feedback activities such as the SSEG meeting, student barometer and NSS.

2.5 Support the administration of Student Support processes including academic advising.

2.6 Deal effectively with enquiries from students and staff.

3 Student Services

3.1 Work with key stakeholders in central divisions including Student Experiential Services, Alumni, Student Life Centre, Student Support Unit, Placements, Engagement, Office for Student Complaints, Appeals and Regulations, H&S, Study Abroad and Careers to help develop and promote cluster initiatives.

3.2 Coordinate with academic colleagues to raise levels of student experience and satisfaction surrounding the student academic journey, taking the administrative lead on designing and implementing processes that deliver and track improvements.

4 Professional Development and Other duties

4.1 To contribute to the work of the School’s administration team working with colleagues in school PS teams

4.2 Actively participate in relevant school and university meetings.

4.3 To liaise with other University units as required and to participate in relevant Working Groups.

4.4 Sharing best practice across the cluster to streamline, simplify and standardize where possible

4.5 Maintain effective working relationships with all relevant staff within the School and across the University, specifically the student experience division.

4.6 To support the PS Lead with specific projects

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.

Person Specification for the post of: Curriculum and Assessment Officer

SKILLS / ABILITIES - Essential
Ability to deal effectively and to communicate well with people
Ability to work effectively to deadlines while under pressure
Good ICT skills, including using databases
High degree of accuracy and attention to detail
Ability to explain regulations and procedures in a clear and concise manner
Ability to plan own workload

KNOWLEDGE - Desirable
Knowledge of working in HE environment
Knowledge of module and course structures and assessment methods within an HE context
Knowledge of examination board regulations in regard to student progress and assessment
Knowledge of student regulations e.g. attendance monitoring, student complaints

EXPERIENCE - Essential
Experience of administrative and clerical systems
Experience of supporting and servicing meetings
Experience of quality assurance and examinations matters