1 Advertisement

Post Title: Course Coordinator
School/department: Social Science/Law, Politics and Sociology
Hours: Full time hours (36.5). Requests for flexible working options will be considered (subject to business need).
Contract: permanent
Reference: 6210
Salary: starting at £21,814 to £25,217 per annum, pro rata if part time
Closing date: TBC 2021 Applications must be received by midnight of the closing date.
Expected Interview date: asap
Expected start date: asap

The Social Science cluster is seeking to appoint a well organised course coordinator to support a range of taught courses within the School including supporting students and providing administrative support to members of staff.

The post-holder will work as part of the law professional services team.

The post-holder will work closely with the Senior Education Officer, Head of Department and other senior staff as well as other school PS staff and academic services.

This role would suit applicants with experience of working within a higher education or similar environment with experience of high levels of customer service and database administration.

Please contact Pippa Robinson or Paul Jackett 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: Course Coordinator.

**School:** Law, Politics and Sociology

**Location:** Freeman Building

**Grade:** 4

**Responsible to:** Senior Education Officer

**Responsible for:** N/A.

**Key Responsibilities:**

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 Heads of Departments**
   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

<table>
<thead>
<tr>
<th>Ability to deal effectively and to communicate well with people</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Ability to work effectively to deadlines while under pressure</td>
<td>X</td>
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<tr>
<td>Ability to plan own workload</td>
<td>X</td>
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<td>Good ICT skills including databases</td>
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<td>X</td>
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<td>High degree of accuracy and attention to detail</td>
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<td>X</td>
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<td>Ability to explain regulations and procedures in a clear and concise manner</td>
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<td>Ability to work as part of a flexible team</td>
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<td>X</td>
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</tbody>
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### KNOWLEDGE

| Knowledge of working in HE environment | Essential | Desirable | 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

| Experience of administrative and clerical systems | Essential | Desirable | 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

| Commitment to providing high levels of service to students and staff | Essential | Desirable | X |
| Commitment to staff development | | | X |
| Ability to deal sensitively with anxious students | | | X |
| Willingness to instigate technological solutions to tasks to work smartly and increase efficiency | | | X |