



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: fixed term until August 2022

Reference: 6511

Salary: starting at £22,254 and rising to £25,627 per annum.

Placed on: 24 September 2021

Closing date: 15 October 2021. 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 an experienced, well organised and highly motivated administrator to assist with supporting the smooth running of the Teaching and Learning team's operational / administrative functions. You will be highly organised and proactive in your approach, with a proven ability to work well in both a team environment and independently.

You should possess excellent IT, organisational and strong communications skills both verbally and written. Experience of working in a busy, sometimes pressurised, customer-facing environment is essential.

This is a varied role with a wide range of duties including maintaining and distributing student teaching and assessment information, dealing with enquiries from both students and staff and liaising with Professional Service colleagues across the University.

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 for the post of: Course Coordinator

School: Psychology

Location: Pevensey 1 2A13

Grade: 4

Responsible to: Senior Course Co-ordinator 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 Deal directly with difficult situations which could include complaints and distressed students by having the ability to resolve them in a professional and understanding manner, using appropriate communications.
- 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

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	