



1 Advertisement

Post Title: Course Coordinator

School/department: University of Sussex Business School, Professional Services

Hours: Full time hours considered up to a maximum of 36.5 hours.

Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 6659

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

Placed on: 10 September 2021

Closing date: 11 October 2021. 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 University of Sussex Business School.

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.

For full details and how to apply see www.sussex.ac.uk/jobs. Please ensure you evidence against all the criteria in the Person Specification on the "Additional information in support of your application" page of your application form.

Please contact Sharon Lai, Sharon.Lai@sussex.ac.uk for informal enquiries.

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

For full details and how to apply see our [vacancies page](#)

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2. The School / Division

Please find further information regarding the school/division at <https://www.sussex.ac.uk/business-school/index>

3. Job Description

Job Description for the post of: Course Coordinator

Department: Professional Services

School: University of Sussex Business School

Location: Jubilee Building, School Office

Grade: 4

Responsible to: Senior Course Coordinator

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.

Key Responsibilities:

1. Support the Director of Teaching and Learning and Heads of Departments

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

2. Administer the school's courses

1. Assist with planning of teaching: maintain timetable relating information and plan teaching groups.
2. Assist with planning the co-ordination of student course options.
3. Maintain, publish and distribute course outlines and reading lists and assist with the editing of handbooks and the website.
4. Support processes for academic advising and attendance monitoring.
5. Deal effectively and efficiently with enquiries from staff, students and visitors.

3. Support the administration of teaching support processes

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. Provide support for quality assurance and student feedback activities.
3. Where appropriate, support placement, field trips, sandwich years and other programme specific administration.
4. Provide assistance to student support services in respect of student attendance monitoring processes.

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 manner	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	