



## 1 Advertisement

**Post Title: Curriculum and Assessment Coordinator.**

**School/department:** School of Psychology

**Hours:** Full time or part time hours considered up to a maximum of 36.5 hours per week. Requests for flexible working options will be considered (subject to business need)

**Contract:** Permanent

**Reference:** 8802

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

**Placed on:** 07 June 2022

**Closing date:** 29 June 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 School of Psychology are seeking to appoint an experienced and highly motivated administrator to take up a key role in our course administration team.

This is an exciting opportunity to work in a busy and developing team assisting with the coordination of our taught courses, specifically in relation to curriculum and assessment. You will be working closely with the Professional Services Team whilst supporting the work of the Curriculum and Assessment Officers and the School's Director of Teaching and Learning.

With a strong background in administration you should have the ability to show initiative, flexibility, be able to communicate effectively, both orally and in writing and have the capability to work with regulations and procedures. Experience of working in a busy, sometimes pressurised, customer-facing environment is essential.

Please contact Brigitte Groves ([b.groves@sussex.ac.uk](mailto:b.groves@sussex.ac.uk)) or Micah Hookham-Simms [ms970@sussex.ac.uk](mailto:ms970@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

Job Description for the post of: **Curriculum and Assessment Coordinator**

**School: Psychology**

**Location: Pevensey 1 2A13**

**Grade: 4**

**Responsible to:** Curriculum and Assessment Officers and the Deputy School Administrator.

### Key Responsibilities:

#### 1. Support the Director of Teaching and Learning and Head of Department

- 1.1 Arrange and support relevant meetings, specifically the Board of Study
- 1.2 Support School processes for reporting to Board of Study and School Education Committee.

#### 2. Support curriculum and portfolio development

- 2.1 To coordinate and process course transfers and other variations of study requests
- 2.2 To coordinate student temporary withdrawal processes in liaison with the School Student Experience team.
- 2.3 To provide support for internal and external audits and reviews, including validation, periodic review and accreditations

#### 3. Academic Standards

- 3.1 In liaison with the ADQE Office and the School's Curriculum and Assessment Officers, coordinate arrangements for School Examination Boards.
- 3.2 With support from the Curriculum and Assessment Officers deal with queries from staff and students regarding assessment regulations and outcomes
- 3.3 Liaison with internal and external examiners
- 3.4 To maintain accurate records of exam board outcomes and to liaise with other units as appropriate, in partnership with colleagues in SPA and AQDE Office
- 3.5 To provide administrative support for academic misconduct and appeals processes

#### 4. Other responsibilities

- 4.1 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

## **INDICATIVE PERFORMANCE CRITERIA**

### **PERSON SPECIFICATION**

#### **ESSENTIAL CRITERIA**

1. Good secondary education (see role-specific criteria below).
2. Effective planning and organisational skills to organise own workload and priorities.
3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
4. Ability to work flexibly within a small team and also on own initiative.
5. Competent IT skills to effectively manage own workload – MS Suite.

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

1. High degree of accuracy and attention to detail.
2. Ability to explain regulations and procedures in a clear and concise manner
3. Experience of supporting and servicing meetings

#### **DESIRABLE CRITERIA**

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.
3. Knowledge of course and module structures and assessment methods
4. Knowledge of examination board and University regulations regarding student progress and assessment