



Advertisement

Post Title: Course Coordinator (maternity cover)

School/department: School of Media, Arts and Humanities

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: Fixed Term Contract to 15 November 2023

Reference: 9696

Salary: starting at £23,144 to £26,396 per annum

Placed on: 23 September 2022

Closing date: 10 October 2022

Expected interview date: To be confirmed

Expected start date: As soon as possible

The Central Foundation Year are seeking an experienced and highly motivated administrator to take up a key role in our course coordination team. The role will work closely with a Senior Course Coordinator to support a range of foundation year subjects, deliver an excellent service to students, and provide administrative support to members of staff.

We are seeking to appoint a proactive individual who has good communication skills, excellent attention to detail, and the ability to handle regular, routine tasks. This role will appeal to you if you enjoy working in a busy and varied environment. The successful candidate will have excellent organisational and IT skills and will be able to demonstrate that they can work well as part of a busy and diverse team.

Duties will include, but are not limited to, dealing with staff/student enquiries, maintaining course and timetable information and supporting examination and assessment processes.

A good working knowledge of Microsoft packages as well as initiative, flexibility and the ability to communicate effectively are essential.

Please contact [Laura Owen](#) or [Hayley Bowerman](#) 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.

School/Division

The Central Foundation Year provides an alternative route for students who have the ambition and potential to succeed on one of our highly selective degrees (with typical entry requirements of AAB-ABB), but may not have the subjects or grades required for their choice of degree, or are undecided which degree to pursue and would welcome flexibility.

Each of the four Foundation Year courses covers a broad remit, and includes the following subjects:

- **Arts and Humanities** (English Literature; English Language & Linguistics; Drama; History; History of Art; Philosophy; American Studies; Media & Film)
- **Social Sciences** (Law; Politics; Sociology; Geography; Anthropology; International Relations; International Development; Education; Social Work)
- **Business, Management & Economics** (Business and Management; Economics)
- **Psychology** (Psychology)

The typical A-Level offer for the Foundation Years is much reduced (usually BCC-CCC), an aspect that may particularly support students whose educational attainment has been effected by disadvantage, and applications from those who have been out of education for some time are strongly welcomed.

The Foundation Year is the 1st year of a 4 year degree. So, passing their chosen Foundation Year enables students to automatically progress onto their chosen specialism at Sussex within the subject area of that Foundation Year.

These four Foundation Year courses are integrated with one another: students study a combination of core modules from their specific course and an option module from any of the other courses. This enables students to experience a range of subjects before deciding upon the subject specialism that they wish to progress onto and makes each Foundation Year course highly interdisciplinary, giving students insights into a range of subjects that may then inform their later studies.

Please find further information regarding the school/division at:

<https://www.sussex.ac.uk/study/subjects/foundation-years/undergraduate>

Job Description

Post: Course Coordinator

School: Central Foundation Year

Location: Arts B

Responsible to: Senior Course Coordinator (Central Foundation Year)

Purpose of the post:

To coordinate support for the Foundation Year courses (Arts and Humanities; Social Sciences; Business, Management and Economics; Psychology); support students; provide administrative support to members of staff.

Key Responsibilities:

1. Support the Convenor of Foundation Years

- 1.1 Arrange and support relevant meetings.
- 1.2 Organise school and departmental events and circulate publicity.
- 1.3 In conjunction with Student Recruitment Services, support student recruitment events such as student admissions days and open days. Some flexible working around evenings and weekends may be required on occasion.
- 1.4 In conjunction with Student Recruitment Services, support student induction processes, including assisting school-level induction/re-induction events.

2. Administer the Foundation Year courses

- 2.1 Assist with planning of teaching: maintain timetable relating information and plan teaching groups.
- 2.2 To co-ordinate school based 'keeping warm' activities for prospective students in liaison with colleagues in Student Recruitment Services.
- 2.3 Assist with planning the co-ordination of student course options.
- 2.4 Maintain, publish and distribute course outlines and reading lists and assist with the editing of handbooks and the website.
- 2.5 Support processes for academic advising and attendance monitoring
- 2.6 Deal effectively and efficiently with enquiries from staff, students and visitors.
- 2.7 Assist with the smooth running of student assessments and related administrative tasks.

3. Support the administration of teaching support processes

- 3.1 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.
- 3.2 Provide support for quality assurance and student feedback activities.
- 3.3 Where appropriate, support placement, field trips, sandwich years and other programme specific administration.
- 3.4 Provide assistance to student support services in respect of student attendance monitoring processes and general wellbeing.



UNIVERSITY
OF SUSSEX

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

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	
Excellent written and oral skills with a concern for 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



UNIVERSITY
OF SUSSEX

Ability to deal sensitively with anxious students	X	
Comfortable in a busy, changing work environment and can make a positive contribution to change	X	
Willingness to instigate technological solutions to tasks to work smartly and increase efficiency	X	
Appreciation of the need to maintain confidentiality and keep information and data secure	X	