



1 Advertisement

Post Title: Course Coordinator

School/department: School of Media, Arts and Humanities

Hours: Full time up to a maximum of 36.5 hours. Requests for [flexible working](#) options will be considered (subject to business need)

Contract: Fixed term contract until 30/07/2023

Reference: 9692

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

Placed on: 23 September 2022

Closing date: 18 October 2022

Expected interview date: ASAP

Expected start date: ASAP

The School of Media, Arts and Humanities 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 taught courses, 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 Education Manager; [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.

2. School/Division

The School of Media, Arts & Humanities formally launched on 1st September 2020. The School is situated in the Arts A, Arts B and Silverstone Buildings. Media, Arts and Humanities is a School that brings together a wide range of disciplines including English, History, Art History, Philosophy, Media, Film, Music and Language Studies. The School of Media, Arts and Humanities offers a vibrant platform for high-quality teaching and learning, and cutting-edge, interdisciplinary research in a friendly and supportive atmosphere, combining theory, practice, activism and critical and creative work.

For students there is a real focus on graduate employability, with an exciting industry facing curriculum with work placements and strong links with cultural institutions such as the BBC and museums, theatres, and galleries around the world.

Please find further information regarding the school/division at <https://www.sussex.ac.uk/schools/media-arts-humanities/>

3. Job Description for the post of: **Course Coordinator**

School: Media, Arts and Humanities

Location: Arts A

Grade: 4

Responsible to: Senior Education Coordinator and Education Manager

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 Associate Dean/s for Education, Directors of Teaching and Learning and relevant Subject Heads**
 - 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 school's 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.



UNIVERSITY
OF SUSSEX

- 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.

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

5. 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 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		X

matters		
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	
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	