

1 Advertisement

Post Title: Course Coordinator

School/department: School of Life Sciences

Hours: Full-time. Requests for flexible working options will be considered (subject to business need).

Location: Brighton, UK.

Contract: Permanent

Reference: 21212

Salary: starting at £24,533 and rising to £27,979 per annum, pro rata if part-time.

Placed on: 21 July 2023

Closing date: 21 August 2023. 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 Life Sciences 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 join a busy, friendly, and dynamic team of Professional Services staff, who are vital to the smooth running of this growing School. A qualification in a Science area is not a requirement for this post; we are a team with varied backgrounds, interests, education, and experiences.

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

With a strong background in administration you should have the ability to show initiative, be able to communicate effectively and enjoy working as part of a busy and diverse team.

Please contact Amy Horwood (A.Horwood@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.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. School/Division

Please find further information regarding the school/division at:

<http://www.sussex.ac.uk/lifesci/>

3. Job Description

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

School: Life Sciences

Location: JMS Building 3B12a

Grade: 4

Responsible to: Senior Course Coordinator and the Operations and Projects Manager

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 Assist with the smooth running of student assessments and related administrative tasks.
- 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

INDICATIVE PERFORMANCE CRITERIA

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education
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. Experience of administrative and clerical systems
2. High degree of accuracy and attention to detail.
3. Commitment to providing high levels of service to students and staff
4. Ability to deal sensitively with anxious students
5. Outward looking and positive towards new challenges

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
5. Experience of student records systems