



Academic Services Coordinator

Job Description

POSITION OVERVIEW

Location	:	Bloomsbury, London
Base	:	Office based
Term	:	Full-time; Permanent
Salary	:	£29,000 - £33,000 per annum, depending on experience
Benefits	:	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)

As Academic Services Coordinator, you will form part of the Student and Academic Services Team, providing timely and efficient support to the College's student body, faculty, and other departments to ensure the College provides an exceptional student experience at all times.

DUTIES AND RESPONSIBILITIES

- Coordinating the assessment processes, across all UG, PG and Diploma programmes.
 - Organising Assessment Boards for each programme/Faculty.
 - Coordinating administrative processes for course assessment submissions, marks management and entry, examinations, and assessment board preparation.

- Liaising with the Academic Operations Officer for the organisation of the examination timetable, and the booking of examination rooms, either internally or externally.
- Liaising with the Academic Operations Officer for the organisation and coordination of invigilators.
- Working with the Learning and Assessment Support Officer on extenuating circumstances and special arrangements.
- Acting as main point of contact for day-to-day assessment matters for faculty, External Examiners, Link Tutors, markers, moderators, etc.
- Maintaining the College's VLE for assessment purposes.
- Ordering examination stationery, preparing examination packs, photocopying and scanning examination papers, archiving examination scripts.
- Working with the Assistant Registrar to provide training to staff on assessments, grading, examination procedures, invigilation, etc.
- Participating in Freshers or other student training or information sharing opportunities related to assessment.
- Maintaining the College's Student information System (Quercus), providing student and staff training on this system where necessary, and providing student letters and transcripts.
- Supporting the Assistant Registrar in the reporting of student data for statutory returns (e.g. HESA collections).
- Supporting the Assistant Registrar to provide student data for Management on a regular basis, and for the Widening Participation Officer for the development of the Access and Participation Plan.
- Supporting Freshers' Week organisation and the induction of new students.
- Working with colleagues to run College events such as graduation, matriculation, and prize giving.

Other duties

- Occasional travel and work in unsociable hours will be required.
- To familiarise, keep updated and comply with all College policies and regulations (e.g. Health and Safety, Data Protection, Staff Handbook, Academic Handbook, etc.)
- Developing and maintaining excellent working relationships with academic and professional support staff.
- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training and as instructed by the Assistant Registrar, Registrar, or Management.

Application process

Applications should be made via [this link](#) by midnight, **30 August 2019**. Please reference your application “**ASC0819**”. Participation in the equal opportunities section is encouraged, but voluntary.

Due to the urgency of this role, applications will be reviewed on receipt and it is likely that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

QUALIFICATIONS

Specification	Assessment criteria		
	Essential Desirable	Application	Interview
Education, Qualifications and Training			
Good undergraduate degree	D	X	
Proven intellectual ability to keep up with very bright co-workers and applicants	E		X
Degree in the humanities	D	X	
Experience			
Experience of working in an administrative role within the education sector	E	X	
Experience of working in a student support environment	E	X	
Experience of working within a Higher Educational establishment	D	X	
Experience of working with overseas students, with possible knowledge of other languages	D	X	
Knowledge, Skills and Abilities			
Good written communications and strong interpersonal skills to deal with individuals at various levels	E		X
Excellent IT skills, including Excel, with experience of VLE and CRM platforms	E	X	
Experience of using CELCAT, Moodle and Google platforms	D	X	
Well-organised and able to prioritise and work under pressure	E		X
Ability to deal with highly sensitive and confidential matters	E		X
Experience within student finance and excellent numeracy skills	E	X	

Please note there will be competency-based tests at interview, which will require no preparation.