



Academic Services Coordinator

Job Description

POSITION OVERVIEW

Department	Registry
Location	London, Campus-based
Term	Full-time; permanent
Salary	Up to £29,0000 per annum, depending on experience
Benefits	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	ASAP
Reports to	Assistant Registrar (Student Records)

As Academic Services Coordinator (ASC), you will form part of Registry, 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

- To support the Assistant Registrar (Student Records) with the administration and accurate recording of student data on the student information system:
 - Providing student letters and transcripts as required
 - Reporting for OfS statutory returns on student data, including data collection for the College's Access and Participation Plan annual monitoring.
 - Supporting Freshers' Week organisation, induction and enrolment of students.

- To support the Assistant Registrar (Assessment) with the administration for all assessments at the College when required.
- To support the Registrar in the management and administration of the student journey from enrolment to graduation.
- Occasional work in unsociable hours will be required.
- To familiarise, keep updated and comply with all College policies and regulations (e.g. Academic Handbook, Academic Quality Framework, Staff Handbook, Health and Safety, Data Protection, etc.).
- Working with colleagues to run College events such as graduation, matriculation, prize giving, Freshers, etc.
- Developing and maintaining excellent working relationships with Faculty and Professional staff and to provide support to the wider department during busy periods and appropriate to skills set.
- 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 Registrars, Registrar, or Management.
- Foster a positive work environment with a good team spirit, including the wider support teams, with student experience at the forefront of all efforts.

About the College

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. We offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, which may include tutorials. The College is undergoing an exciting period of growth, having become part of Northeastern University's global network in early 2019.

Person Specification (Essential / Desirable)

Education, Qualifications and training

- Undergraduate degree [D]

Experience

- Experience of working in an administrative role within the education sector [E]
- Experience of working in a student support environment [E]

- Experience of working with a Higher Education provider [D]
- Experience of working with overseas students, with possible knowledge of other languages [D]

Knowledge, Skills and Abilities

- Good written communications and strong interpersonal skills to deal with individuals at various levels [E]
- Excellent IT skills, including Excel, with experience of Student Information Systems [E]
- Experience of using CELCAT, Canvas and Google platforms [D]
- Well-organised and able to prioritise and work under pressure [E]
- Ability to deal with highly sensitive and confidential matters [E]

APPLICATION PROCESS

Applications should be made via [this link](#) by 20.00, 21 October 2021. Please reference your application "AC0921". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role applications will be reviewed on receipt, and it is possible 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. We are unable to provide sponsorship for this role.