

LSO Job description 2019

Title of Post	Course Coordinator
Accountability	Senior Management Team
Reporting to	Course Leader
Staff managed	None
Overall responsibilities	The post holder will assist the Course Leader in coordinating the delivery and development of the published LSO courses.
Key tasks	<p>To coordinate classroom-based course delivery & assessment during term time, including scheduling and deployment of teaching & support staff.</p> <p>To manage course documentation (updating with input from relevant stakeholders, and dissemination) such as course handbooks, module guides, module evaluations etc.</p> <p>To monitor and maintain LSO VLE sites, posting material as and when required.</p> <p>To provide support for quality assurance and student feedback activities.</p> <p>To coordinate assessment material for review, publication, marking and moderation.</p> <p>To maintain up-to-date marksheets and to input data to the student record system & to the University.</p> <p>To monitor applications, offers and enrolment numbers and related statistics, and assist the Registrar in assessing applications.</p> <p>To work closely with the SMT and Admin team.</p> <p>To attend meetings, internally or externally, and to schedule / minute where appropriate.</p> <p>To provide cover for other support staff where necessary.</p> <p>To undertake other duties as required.</p>
Essential attributes	<p>Undergraduate degree.</p> <p>Experience working in the HE sector.</p> <p>Good ICT skills including excel and databases.</p> <p>Ability to plan own workload and work to deadlines.</p> <p>Ability to deal effectively and to communicate well with people.</p> <p>Attention to detail / accuracy.</p>
Desirable attributes	<p>Masters level degree.</p> <p>Experience in quality assurance and assessment at Masters level.</p>