



## Job Description

**Job Title:** Academic Coordinator

**Direct supervisor:** Senior Director of Academics and Administration

**Department:** Academics and Experiential Education

**Supervisees:** N/A

1. **The basic purpose and primary objectives of this position are** to support the Senior Director of and Academic Faculty Director in all areas of responsibility and to conduct project work with limited supervision.
  - To play a key role in the **quality assurance** of FIE's provision
  - To aid the development and implementation of **academic procedures**
  - To coordinate and support the **delivery of courses and A&EE events**
  - To maintain the pace of new **projects and programmes** once initiated by the department
  - To play a key role in **initiatives to support FIE's diversity goals**
  - To coordinate the **recruitment of FIE faculty** and act as a main point of contact
  - To respond to **student queries** regarding academics
  - To support any and all aspects of the work of the Academic and Experiential Education Department as needed
  
2. **The managerial and team-working duties and responsibilities include:**
  - Attend regular team and FIE-wide meetings and contribute accordingly
  - Participate in interdepartmental committees
  - Liaise with the Experiential Education Manager in the delegation and supervision of A&EE administrative tasks
  - Cross-train with other departments and team members to support and understand shared functions
  
3. **The developmental and research duties and responsibilities include:**
  - Conduct research in the area of academic policy and procedure and assist in the formulation, implementation and dissemination of new academic procedures
  - Undertake relevant professional development opportunities and keep up to date with sector development and sector good practice
  - Ensure FIE website and related social media are up-to-date with information, instructions, and guidelines pertaining to relevant areas and contribute updates, news and articles to FIE website and newsletters
  - Support the creation and update of forms, templates and orientation materials
  - Represent FIE at conferences, US partner Institutions and at other events as required
  - Assist in curriculum development and review projects
  - Work closely with Senior Director of in the preparation of quality assurance review materials (QUIP, BAC and QAA)
  - Remain abreast of the regulatory landscape in higher education, particularly as it relates to quality assurance and diversity
  - Assist in the tracking of departmental actions in relation to student feedback, quality assurance and diversity action plans
  - Identify avenues for further for developing the student learning experience and update any resources developed by the department
  
4. **The operational, administrative and maintenance duties and responsibilities on a routine, day to day basis include:**
  - Collect and organise academic information such as course syllabi, contingency plans, Assignment Level Learning Outcomes, and faculty teaching requests



- Assist with the review and development of department materials, including student and faculty resources on MyStudy and auditing course pages
- Assist with the administration and maintenance of academic platforms, including MyStudy, in collaboration with other FIE teams
- Coordinate textbook list and charity book sale each term
- Deliver orientation and information sessions for students and faculty
- Act as office administrator. Liaise with Facilities and Administrative Departments for maintenance and supply needs for A&EE.
- Coordinate recruitment drives for new faculty
- Communicate with prospective faculty submitting unsolicited CVs
- Maintain records of current faculty
- Organise appropriate developmental training for faculty
- Serve on the Teaching and Learning Committee and Academic Advisory Council as secretary, manage scheduling, event booking and minutes, and respond to matters arising
- Plan, organise and implement meetings and events for staff, faculty and students including logistics and budgeting
- Assist with planning and execution of the Student Global Leadership Conference
- Coordinate and develop FIE's Scholarship provision and other activities to increase access and reach students from all communities
- Schedule, collate required information, write and send mass emails to FIE Faculty, including start of term emails
- Respond promptly to student queries
- Other duties as assigned

**5. The client service and support duties and responsibilities include:**

- Develop and maintain positive relationships with potential and current client universities, visiting faculty and FIE faculty
- Represent the A&EE Department at meetings with current and prospective partners
- Participate in FIE events, client lunches and after-hours events

**6. The main skills and qualifications required for this job are:**

Essential Qualifications/Experience:

- Undergraduate degree or equivalent experience
- Administrative experience in education environments

Desirable Qualifications/Experience:

- A postgraduate degree
- Experience with US or UK higher education environments, preferably within the study abroad sector
- Experience with quality assurance procedures

Essential Skills:

- Ability to lend creative and innovative solutions to problems
- Ability to work effectively with a diverse range of faculty, as well as cross-departmentally
- Ability to work independently, to deadlines and in a fast-paced environment
- Excellent research, writing, IT, verbal communication and organisational skills
- Attention to detail