

**JOB DESCRIPTION**  
**Academic Services Coordinator**  
**Academic Dean's Office- LUC@BJTU**  
**Vacancy Ref: N1751**

<b>Job Title:</b> Academic Services Coordinator	<b>Present Grade:</b> 6S
<b>Department/College:</b> Academic Deans Office LUC@BJTU	
<b>Directly responsible to:</b> Academic Dean LUC@BJTU	
<b>Supervisory responsibility for:</b> N/A	
<b>Other contacts</b>	
<p><b>Internal:</b> Faculty Deans and Associate Deans, Heads of Academic Departments, Director of RAID, Head of Registry, Head of Academic Standards and Quality, colleagues in Human Resources, Admissions, Global Experiences, ISS, Registry, ASQ and the broader professional services teams with responsibility and/or involvement in student recruitment and administration activity.</p> <p><b>External:</b> Management and staff for International Teaching Partnerships (ITPs), specifically LUC@BJTU and BJTU Beijing, agents supporting the University's recruitment activities, local government authority staff, local property managers for staff housing, embassy and consular staff for various countries.</p>	
<b>Job Purpose:</b>	
<p>The post holder will support the Academic Dean of LUC@BJTU by playing a primary role in the coordination and delivery of a wide range of academic service functions at LUC@BJTU campus in Nanhai New District, Weihai, Shandong Province in China. Working in close consultation with the appropriate colleagues at BJTU and Lancaster University, they will develop and implement the Campus' policies and practices with respect to the effective delivery of academic support services. In addition, the post holder will be responsible for developing and maintaining a broad range of effective working relationships, within colleagues at Lancaster University's main campus, partner organizations and external stakeholders.</p> <p>The role holder will be a senior representative of the University to a wide range of senior decision-makers in external organisations and at events across the world, including Embassies, Schools and FE Colleges.</p> <p>The post holder will be required to live and work in China for a minimum of 36 weeks per year.</p>	
<b>Major Duties:</b>	
<ul style="list-style-type: none"> <li>• Support the Academic Dean in their responsibility for the effective delivery of joint-degree programmes at LUC@BJTU. This will include working independently under the direction and authority of the Academic Dean.</li> <li>• Coordinate a wide range of academic and professional services at the Campus including delivery of service on site and coordination of services between units in Lancaster, Beijing and the LUC campus, as well as external stakeholders (e.g. various government authorities)</li> <li>• Assist the Dean in hosting visitors and delegations from LU and elsewhere</li> <li>• Act as an Ambassador and representative for LUC and Lancaster University nationally and internationally, both as an individual and in concert with other senior University staff. This includes representing LUC and the University at external events.</li> </ul>	

- Consult with the full range of stakeholders (e.g. academic departments, faculties, schools/colleges, funding bodies etc.) to ensure that service delivery approaches and associated policies continue to meet the needs of those stakeholders.
- Support LU's Human Resources, Finance and other divisions to ensure relevant information is secured in support of the regulatory requirements for LU and its Staff to operate in China.
- Acting as a point of contact for LU academics, BJTU academics, Academic Affairs Office and any other LUC@BJTU staff.
- Providing information about policies, procedures and regulations to both LU and BJTU staff and students
- Liaising with BJTU and LU to ensure requirements and deadlines are met by both partners
- Ensuring staff and students have access to relevant systems, especially Moodle and SharePoint, and that any system-related issues are dealt with in a timely fashion.
- Ensure that required staff, student, course, programme and other information is properly captured and maintained in a manner compliant with appropriate procedures
- Ensure that LU quality assurance processes and relevant academic regulations are understood and applied appropriately
- Understand BJTU quality assurance and academic regulations as they apply to staff and students at LUC@BJTU
- Supporting LU's and LUC@BJTU's IT departments in providing effective systems to support teaching, learning and assessment
- Any other relevant duties commensurate with the post as determined by the Academic Dean, LUC@BJTU.