JOB DESCRIPTION
Partnerships Coordinator
Vacancy Ref: N1859

<table>
<thead>
<tr>
<th>Job Title: Partnerships Coordinator</th>
<th>Present Grade: 5S</th>
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<tr>
<td>Department/College: LUMS International Partnerships Team</td>
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<td>Directly responsible to: International Partnerships Officer</td>
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<td>Supervisory responsibility for: Casual staff and student ambassadors</td>
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**Other contacts**

**Internal:**
- Faculty academic and administrative staff
- Faculty Professional Services Teams
- University Central International Office
- University travel team
- University Registry
- University and Faculty Academic Standards and Quality
- Other departments within Recruitment, Admissions and International Development (RAID)
- Other sections in Professional Services e.g. Registry, Finance, Accommodation, Visa and Immigration team, etc.
- Confucius Institute

**External:**
- Partner universities globally
- UK Higher Education Institutions
- China Britain Business Council
- British Council
- BUTEX, NAFSA and related organisations
- Students and their influencers at partner institutions

**Job Purpose:**
- Operationalise Partnership and Study Abroad schemes, coordinate communication with LUMS partner universities and facilitate student mobility and transfer schemes
- Implement the quality assurance process including the academic moderation and assessment of international partnership programmes undertaken at partner universities overseas.
- Coordinate communication with partner universities and facilitate the partnership visits.

**Major Duties:**

**Partnerships operations**
- Maintain operational oversight of all LUMS strategic partnerships (for example Sunway, LU Ghana, BJTU China, LUMS specific partnerships with European and other global business and management schools contributing to LUMS overall internationalizing strategy)
- Liaise internally across LUMS academic and professional departments and with external partners to ensure that programmes are managed efficiently.
- Liaise with colleagues across the institution including those in Student Registry to ensure smooth operation of administrative processes relating to the international teaching partnerships.
• Act as the first point of contact for any queries related to international partnerships (including partner staff and students), providing advice and help to all international partnership staff with respect to academic issues, liaising with colleagues where necessary.
• Prepare an annual timetable of activity for each partnership programme.
• Provide support to ensure that the academic moderation and assessment of international partnership student work is completed in a timely manner in line with Lancaster University guidelines and established practices.
• Coordinate the nomination and admission process of 1+1, 2+2 and other transfer schemes in cooperation with the Central LU admissions team and relevant LUMS academic departments.
• Maintain and monitor progress of partnerships, partnership documentation, MOUs and student exchange agreements.
• Collate QAA related documentation for the relevant committees.
• Co-ordinate the preparation of incoming and outgoing international partnership visits for both professional services and academic staff and their follow up this may, on occasion, include participation in the visit.
• Organise student and staff events related to partnership development such as incoming students welcome events, pre-departure events for outgoing students, summer schools, entrepreneurship competitions, etc.

LUMS Study Abroad and Global Experiences Schemes
• Administration of LUMS global opportunities ensuring students have access to relevant information during the cycle.
• Coordinate activities related to the annual study abroad cycle including, preparation of promotion materials, management and coordination of Study Abroad ambassadors and individual projects such as the study abroad newsletter.
• Supervise casual staff, such as the Study Abroad ambassadors, including their contractual arrangements, timesheet approvals and budgetary implications.

General
• Operationalise global research and teaching related events such as events of the Lancaster China Management Centre - coordinating a wide range of research seminars and other high profile events working directly with outside agencies and overseas institutions.
• Any other duties as directed by line manager, Head of Department or Head of School Administration, appropriate to the grade.
• This post may be required to undertake ad hoc travel of up to one week in duration to support the set-up and maintenance of partnerships. Travel will be a maximum of two weeks in an twelve month period.