

JOB DESCRIPTION
Post-Experience Programmes Coordinator
Vacancy Ref: N1869

Job Title:	Post-Experience Programmes Coordinator	Present Grade: 5
Department/College:	LUMS PG Office	
Directly responsible to:	Post-Experience Programmes Officer	
Supervisory responsibility for:	Temporary Administrative Assistants	
Other contacts		
Internal: Staff and Associates working with the Post-Experience Programmes team, Academic and administrative staff in the Management School and other University departments. Staff in Professional and Central services e.g. registry, library, ISS, estates, room bookings, catering.		
External: Organisations and businesses, public sector agencies, individual students, funding agencies, external examiners, auditors and suppliers		
Job Purpose		
<p>The role holder is a member of the Post-Experience Programmes team. The post-experience programme team is part of the PG Office within the Management School (LUMS). This office covers PGT and post-experience programmes, specifically the FT MBA, EMBA, MSc Management and bespoke executive programmes. The office also has oversight of PGR provision within LUMS, covered by the doctoral programmes team.</p> <p>The Programme Co-ordinator is responsible for the administrative processes for specified programmes of work from inception through to completion, involving the co-ordination of input from others and the resolution of associated problems.</p> <p>‘Programmes of work’ may be those relating to:</p> <ul style="list-style-type: none"> • Open course delivery online, on-campus and courses delivered for organisations off-campus. • General business and operational activities such as marketing, quality assurance, finance and engagement of Associate staff and supporting business processes such as committees and meetings. • Time-limited projects e.g. external contracts and conferences and development projects e.g. related to new ways of working, new systems and processes. 		
Major Duties:		
Course Administration and Quality Assurance		
<ul style="list-style-type: none"> • Coordinate the planning, delivery, review and evaluation of courses. • Support all aspects of course administration such as scheduling, booking rooms, organising meetings, liaising with Associate staff and external speakers. • Provide information, advice and guidance to teaching staff • Prepare course materials such as course information, schedules and teaching resources • Maintain and update the student handbook, update the student database (LUSI), resource lists and create online learning platforms (Moodle) • Process admissions and enrolments, monitor and track student attendance and achievement, keeping appropriate records and providing management information. • Ensure students receive appropriate access to University central services in a timely manner • Assist students who may encounter personal, financial, mitigating or medical problems, help to resolve or deal with issues, provide agreed standard extensions and sign post them to appropriate academic staff or professional services where relevant 		

- Implement agreed review and evaluation procedures

General business and operational activities

- Support recruitment by providing information, advice and guidance, responding to enquiries and pro-actively following up new prospects.
- Work within the financial regulations, frameworks and policies of the University and wider School and process accurate project financial transactions
- Keep records for regulatory purposes and for management information and prepare reports e.g. measuring the effectiveness of marketing activities
- Support colleagues and students by providing information, advice and guidance especially with regard to policies, regulations and frameworks.
- Service committees and meetings; co-ordinate agendas and papers and take minutes. This includes staff meetings, mitigating circumstances, assessment boards and plagiarism meetings, liaising with staff, students and external examiners as appropriate.

Projects (e.g. time-limited external contracts, events/conferences and development projects)

- Develop and agree the project specification with manager/s (objectives, activities, responsibilities, timescales etc.).
- Carry out own responsibilities and co-ordinate input from others aiming to ensure the project keeps on track and meets its objectives.

General

- Contribute ideas and offer suggestions to develop the work of the centre within an ethos of continuous improvement.
- Work co-operatively as a team with other Programme Coordinators and colleagues to ensure overall business requirements are met.
- Take action to meet own development needs and support the development of colleagues
- Comply with University and LUMS policies and regulations
- Provide supervision to temporary staff.
- As required, represent the team at meetings and external events
- Any other duties appropriate to grade as required