

JOB DESCRIPTION
LU Leipzig Education Services Co-ordinator
Vacancy Ref: N1995

Job Title:	LU Leipzig Education Services Co-ordinator (start-up)	Present Grade: 6
Department/College:	Student and Education Services : Student Registry and ASQ	
Directly responsible to:	Assistant Head of the Student Registry	
Supervisory responsibility for:	N/A	
Contacts		
Internal:		
Academic Standards and Quality team (ASQ)		
Student Registry team		
All other sections within Student and Education Services		
The lead project manager for LU Leipzig based in RAID		
Faculty Officers		
Departmental academic and administrative staff		
Other sections in Professional Services including: RAID; ISS; International Office; Finance		
External:		
Colleagues at Navitas		
Colleagues at other regional strategic teaching partners		
Professional networks for Student Registry and Trans National Education in HE, regionally, nationally and/or internationally.		
External IT Partners		
Job Purpose:		
To manage the process of identifying and establishing student registry systems and processes for the new venture, bringing them from concept to operationalization. Ensuring academic standards and quality in the production of student and academic documentation including handbooks. Acting on behalf of Student and Education Services as representation/communication on academic administration and student support issues. Working closely with the LU Leipzig project manager based in RAID.		
Major Duties:		
1. Formulate in conjunction with Navitas and colleagues at LU a system and process roadmap relating to registry and ASQ services and provisions to support and operationalize these aspects of the new partnership.		
2. Ensure appropriate administrative and IT solutions are in place to secure a successful startup and ongoing collaboration.		
3. Within the roadmap identify systems and processes for a transition period and those for longer term linkage		
4. Liaise with Lancaster ISS, Navitas IT and external IT partners to deliver suitable and innovative solutions for student, courses and academic administration.		
5. Supporting the programme approval mechanisms and the establishment of annual programme review monitoring systems.		
6. Inputting appropriate start up data into LUSI, particularly around programme and module information.		

7. Liaise with all areas of SES to ensure other areas of student support and wellbeing are identified for inclusion in the partnership planning.
8. To establish and build on effective working relationships with staff in LU Leipzig.
9. To ensure systems and practices have appropriate built in scrutiny and quality assurance and satisfy any compliance and relevant regulatory frameworks.
10. Support colleagues in delivering the induction and training of new staff.