JOB DESCRIPTION
Teaching Coordinator (Frontline Partnership) (0.6FTE) Indefinite (with an end date of 31 October 2022)
Vacancy Ref: N2693

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Coordinator (Frontline Partnership) (0.6FTE)</th>
<th>Present Grade:</th>
<th>SS</th>
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</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Sociology</td>
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<tr>
<td>Directly responsible to:</td>
<td>Departmental Officer</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>NA</td>
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**Other contacts**

**Internal:**
- Director of Studies Frontline Partnership, Frontline students registered with the Sociology Department.
- Departmental Staff in Sociology, other admin and academic staff throughout Lancaster University, including FASS finance office, ASQ, Registry, Library, Disability Services, the Base.

**External:**
- Frontline staff, External Examiners.

**Major Duties:**

The Teaching Coordinator (Frontline Partnership) will be responsible for the administrative management of the Partnership Programmes within the Department, and liaison with the Partnership team across the University, under the direction of the Director of Studies (Frontline Partnership) and the Departmental Officer.

**The role includes:**

1. Attending to all relevant student administration in the student records database LUSI, such as inputting and releasing assessment outcomes, and processing withdrawal and intercalation requests.
2. Organisation and servicing of exam boards, assessment and department meetings as required.
3. Responsible for supporting effective communication of the partnership’s aims, objectives, processes and issues to internal and external bodies.
4. Liaison with students and Frontline staff as required, including responding to queries and concerns, offering advice and guidance, and referring to other services and individuals as appropriate.
5. Coordination and oversight of the partnership’s activities and events at Lancaster including: arranging catering, room bookings, liaising with the conference office, and external organisations, organising travel and accommodation for visitors, documentation and ancillaries as required by the demands of the partnership.
6. Ensuring the Frontline, University online learning platform Moodle, runs smoothly and promptly seeking assistance from IT services where problems occur.
7. Support for the Director of Studies in relation to the partnership’s work and activities and minute taking at partnership meetings.
8. Familiarity with and communication via computer technology – for example, use of LUSI and other databases; email; Microsoft Office; University systems and web management.
9. Prepare and arrange printing of the partnership’s information leaflets/brochures/notes.
10. To undertake any necessary training and development.
11. Maintenance of the Frontline partnership records and document storage, using OneDrive and Microsoft Teams sites.
12. Support activities within the wider Professional Services team, including checking and responding to group mailboxes, assisting with programme administration in all subject areas.
13. To undertake other such duties appropriate to the grade as may be required by the Director of Frontline Studies or the Departmental Officer.