



Example job advert: Course Coordinator

[Company name] is an established provider of Higher Education. The College currently operates from 2 campuses across London and has a growing student population.

[Company name] has recently embarked on the partnership with [collaborator company name] to deliver a variety of academic programmes.

This is an exciting time to join a growing team and we are looking for Course Coordinators who are capable of **leading the course and of supporting the programme and partnership expansion.** We are looking for course coordinators to cover the following levels:

- **Undergraduate courses**
- **Postgraduate courses**
- **Foundation courses**

Key responsibilities:

- To provide successful **leadership of a programme** or suite of programmes, leading to high student achievement and high levels of student satisfaction.
- To lead the **development of the programme(s)** by monitoring and actively enhancing academic standards, taking account of sector trends, stakeholder perspectives, NSS and DLHE results.
- To undertake regular **monitoring of module performance**, student progression and annual programme review.
- Where appropriate, to lead activity in relation to accreditations with professional bodies and preparations for external quality inspections and reviews.
- To **work with administrative colleagues and the Academic Director** to ensure that an appropriate timetable is prepared and staffed.
- To **work close with the Academic Director to manage the work of academic staff** who deliver the programme(s).
- To support Academic Director in relation to annual and periodic review and contribute to the **enhancement of existing and development and planning of new awards within the college.**
- To work closely with partnership colleagues to ensure seamless provision and adherence to **partner policies and regulations**, where appropriate.



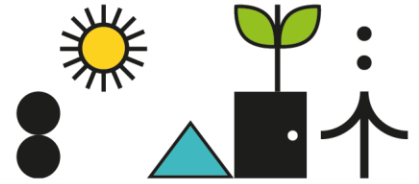
- Ensuring timely **assessment and feedback to students**.
- **Supervise student projects and dissertations**.
- Provide **learning support** and studies advice to students, including maintaining **e-learning resources**.
- Contribute to personal professional development programme sessions.
- Module leadership
- Undertake internal moderation and other quality assurance requirements.
- Engage in scholarship as required to **support teaching activities** and continually update knowledge.
- Participate in staff development activities and the peer observation scheme.
- Any other duties that may reasonably be requested by the management team in order to meet specific academic and administrative requirements.

Essential Criteria:

- Qualified to **Master's degree level**
- Relevant **teaching experience on UK degree programmes level 6**
- Significant experience of module leadership and **assessment design**
- **Teaching qualification** or be prepared to work towards completion
- Experience in curriculum design and evaluation
- **Network with relevant employers and industry sector**

Desirable Criteria:

- **PhD or Professional Doctorate** in a relevant subject
- Experience as **course or programme leader**
- Experience **teaching Pearson qualifications**
- Experience of teaching at level 7



Example skeleton CV for Course Coordinator example job

LISA SMITH

London Street | 004678900000 | Lisa
Smith@gmail.com

LinkedIn Profile: <http://se.linkedin.com/in/LisaSmith>

PROFILE

I am an ambitious and curious PhD in humanities who gets energy from leading and coordinating projects to support organizations and stakeholders in administrative matters. I am actively looking for a position where I can utilise my interest in undergraduate and postdoctoral affairs within the university.

My most valuable asset is that I see solutions in challenges, like solving problems, and have excellent planning and organizational skills. To that, I have, for the last two years, been involved in postdoctoral career activities supporting their career transformation from academia to a non-academic career.

AREAS OF EXPERTISE



Project Management	University administration	Career Development
Postdoctoral Affairs	Web Surveys	Social Media Platforms
Digital Communication	E-Learning Platforms	Teaching

EXPERIENCE & ACHIEVEMENTS

2020-2022 Advocate for Postdocs | Career Event Coordinator

University of Liverpool, Volunteering Position

- Coordination and management of Web surveys connected to career activities
- Created and developed a researcher blog program
- Collaborating and attracting external stakeholders to postdoctoral events
- Implementation of career events in collaboration with internal stakeholders at the university (HR, Directors, Professors)
- Support to Postdocs in career-related matters

2016-2022 Scientist (Postdoc), Liverpool University

Department of Humanity in Behavioural Science:

- Planning and execution of scientific projects within behavioral science
- Driving and submission of ethical correspondences with the ethical board at the university



- Writing scientific reports and submission of scientific articles
- Developed and facilitated an E-Learning Platform connecting undergraduates to improve communication proficiency in English
- Presenting my science at international conferences

2010-2016 Scientist (PhD Student), Lund University
Department of Humanity, Lund University, Sweden
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EDUCATION & QUALIFICATIONS

2016-2022 Postdoc, University of Liverpool
2010-2016 PhD, *Lund University, Lund, Sweden*

COURSES

Here you write any course supporting such as:



Teaching, Administrative tools, University courses
relevant for the job

Also, Language, social media, software systems, web
design, web surveys, teaching tools

LANGUAGES

Swedish – Native

English – Excellent both spoken and written

Danish – Understand spoken and written

German – Fluent spoken and written

KEY IT SKILLS

MICROSOFT – Excel, Word, PowerPoint, OneNote

EMAIL – Outlook, Gmail

OTHER – PhotoShop, WordPress, Drupal, Dropbox,
Google Drive, Cloud, OneDrive

INTERESTS

Only if relevant