

## **MA Programme Coordinator – London WC1**

£27,500 – £32,000 depending on experience

Deadline for applications: 13 July 2018 (Please note that the closing date may be earlier if a high number of good applications are received). Interviews w/c 16 July 2018

*The position of MA Programme Coordinator is an exciting, fast-paced and varied role at Sotheby's Institute of Art. The ideal person for this role has an interest in the art world and is keen to work closely with academics and students at the heart of a close-knit MA Programme Team.*

Founded in 1969, Sotheby's Institute of Art - London is among the world's leading postgraduate level institutions offering Master's Degree programmes and Semester, Summer and Short Courses in art scholarship, connoisseurship and art business. As well as Institutes in London and New York, Sotheby's Institute of Art has partnerships in both Los Angeles and Beijing. The University of Manchester validates our academic courses, ensuring that we are firmly placed within the UK higher education landscape.

The MA Programme Coordinator will be part of the MA Programmes administrative team led by the Manager of MA Programmes and consisting of one other Programme Coordinator and a Study Trips Coordinator. The person in this role will be responsible for coordinating the day to day running of two Masters programmes as well as assisting in the coordination of the shared curriculum and programme elective units.

As well as serving as the first point of contact for students and faculty, the Programme Coordinator will need to liaise with administrative departments including Front Office, Admissions, Library, IT, Finance, Student Support, Careers Services and the Registrar. They will also work closely with their team colleagues to provide a shared and consistent administrative service support to students and staff alike.

This role requires a high level of service and covers a variety of responsibilities in the areas of communication, co-ordination, departmental liaison, quality assurance, examination and student support. Along with their team colleagues, the Programme Coordinator looks after the student's journeys from Open Day to Graduation and beyond.

### **The appointee's duties will include:**

#### *Programme Administration:*

- Organise the day-to-day running of the programmes – tasks include (but are not limited to) sending out reminders to guest lecturers, booking classrooms, setting up internal meetings, booking IT facilities, updating internal records in CAMS and preparing letters for students and managing the communication channels on Canvas.

- Assist the Manager of MA Programmes in supporting the Shared Curriculum and Electives as well as providing cover and support when need for the other MA Programmes.
- Respond to student queries in a timely and positive manner, highlighting issues that arise to the Programme team.
- Assist with compilation of the programme timetables, under the direction of the Manager - MA Programmes.
- Maintain and update student records, collate and catalogue coursework and dissertation information and help to monitor the marking and grading of assignments
- Prepare programme materials including production and distribution of programme handbooks, timetables, lecture notes, maps, notices, and general information for students.
- Via Canvas (Online Learning Platform) maintain student portals so that students have online access to the timetable, course materials, assessment, set readings etc.
- Prepare official letters and transcripts for graduated students, liaising with the Registrar and Manchester University on the production of certificates.
- Assist Manager - MA Programmes by collating information about programme income and expenditure. Ensure external lecturers and suppliers invoices are coded and submitted and provide information as appropriate. Carry out monthly ledger checks and chase invoices as needed.
- Assist Faculty with assessment procedures including co-ordination of double-marked written work, collating feedback forms to return to students and run routine plagiarism checks using Turnitin software.
- Liaise with the Manager - MA Programmes and Registrar regarding extensions, deferrals, withdrawals and any other academic regulations.
- Liaise with Registrar re: student welfare, regulatory issues (including student visas and attendance requirements), External Examination Boards, Programme Committees, as needed.
- Maintain and carry out procedures in alignment with the requirements of the Institute's validation and quality policies.
- Attend Programme Committee meetings and undertake minute taking, as needed.
- Organise events, such as student receptions and assist with the annual orientation days and graduation ceremony, as needed.
- Support the Study Trips Coordinator as and when necessary.
- Occasional travel is required to assist study trips in Europe or Asia.

*Maintaining Systems and Records:*

- Implementing and updating systems within the department to ensure smooth running of administration for both academic staff and students.
- Keeping attendance records for each teaching session in line with regulations.

*Programme Admissions-related:*

- Responding to queries from, and meeting with, potential students – assisting in routine non-academic enquiries.
- Liaising closely with the Admissions Manager in relation to student applications, when required.

*Wider Institute Support*

- Supporting other Institute departments and senior colleagues when required.
- Providing Front Office Reception cover on a regular basis.

**Candidates must have:**

- Significant administrative experience preferably within the Higher Education setting
- Experience of working collaboratively as part of a team
- Strong organisational and planning skills
- Demonstrable experience of prioritising tasks while facing competing deadlines and making sure high standards and accuracy are maintained
- Excellent numerical, verbal and written communication skills including monitoring budgets and accurate grammar, spelling and punctuation and minute taking
- Ability to communicate effectively with people at all levels
- Ability to be proactive and resourceful
- IT proficiency, with advanced skills in Microsoft Office applications including Excel, Word, PowerPoint and Outlook and, following relevant training and support, with CAMS (Institute student database)

**Desirable attributes include:**

- Experienced in using Canvas and/or a similar Online Learning Platform
- Educated to Degree level
- Interest and enthusiasm for the visual arts

To apply please send a CV and covering letter to [vacancies@sothebysinstitute.com](mailto:vacancies@sothebysinstitute.com), explaining concisely your suitability for the role, and stating where you saw this role advertised. Review of applications will begin immediately, with a closing date of Friday 13<sup>th</sup> July 2018 (unless closed earlier). Interviewing is expected to take place during week commencing 16<sup>th</sup> July.

Successful applicants who are shortlisted will be contacted with further details. With regret, we can respond only to those applicants whom we wish to see for interview.