

Sotheby's INSTITUTE OF ART

JOB DESCRIPTION

Position Title:	Assistant Programme Coordinator – Semester Courses
Location:	Sotheby's Institute of Art - London
Reports To:	Semester Programmes Manager
Contract:	Permanent
Role:	Full - time
Salary:	£22,000 - £24,000

OVERVIEW

The position of Assistant Programme Coordinator is an exciting, fast-paced and varied role at Sotheby's Institute of Art - London. 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 team.

Sotheby's Institute of Art can be found in the heart of Bloomsbury, London. Since its founding by Sotheby's Auction House in 1969, the Institute has pioneered the education of arts professionals and offers a wide range of Masters' degrees, semester courses, summer courses and public programmes.

Approximately 200 international students attend the intensive four-month semester courses, which run from September to December and from January to May. Academic courses are validated by the University of Manchester, part of the prestigious Russell Group of UK universities.

JOB PURPOSE/OBJECTIVE OF THE ROLE:

The Assistant Programme Coordinator will be part of the administrative team led by the Semester Programmes Manager. The person in this role will participate in coordinating the day to day running of the semester courses.

As well as serving as a first point of contact for students and lecturers, the Assistant 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.

The Assistant Coordinator works closely with the Semester Programmes Manager, the Semester Programmes Leaders and the Semester Programmes Coordinator to develop, maintain and apply processes and systems to enable the successful running and eventual growth of these courses.

This role requires a high level of service and covers a variety of responsibilities in the areas of organization, communication, co-ordination, student assessment and examination, student support, and budget control.

KEY DUTIES AND RESPONSIBILITIES:

Programme Administration:

- Assist with preparation of course timetables, in coordination with Course Leaders.
- Maintain and update student records.
- Via Canvas (Online Learning Platform) maintain student portals so that students have online access to the timetable, course materials, assessment, set readings etc.
- Play a key role in assessment administration, including collecting and cataloguing coursework, and helping to administer and record the grading of assignments; co-ordination of marking and moderating written work; collating feedback forms to return to students; updating student mark sheets and running routine plagiarism checks using Turnitin software.
- Liaise with Student Services, the Registrar and Admissions concerning student welfare, regulatory issues (including student visas and attendance requirements), External Examination Boards, Programme Committees etc., as needed.
- Attend Programme Committee meetings and undertake minute taking, as needed.
- Book site visits (transport, tours, curators' talks). For field trips abroad, book flights, accommodation, transport and visits.
- Maintain and carry out procedures in alignment with the requirements of the Institute's validation and quality policies.
- 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 and preparing letters for students.
- Prepare official letters and transcripts for students, liaise with the Registrar and Manchester University on the production of certificates.
- Maintain student portals so that students have online access to the timetable, course materials, assessment, set readings etc.
- Collate 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.

- Respond to queries from, and meet with, students; assist in routine non-academic enquiries. Liaise with the Admissions Department in relation to student applications, when required.
- Occasional travel may be required to assist study trips in Europe.

Wider Institute Support

- If required, support other programmes on a temporary basis.
- Provide reception cover on a regular basis. This is organised formally by the Front Office team.

SKILLS AND EXPERIENCE:

- 1-2 years' experience in an administrative role (preferably Higher Education or a Museum/Gallery setting)
- Some experience using and maintaining an Online Learning Platform or Database
- Evidence of working well within a team and strong organisational, planning and project management skills
- High attention to detail and excellent interpersonal skills
- Flexibility and with the ability to work quickly and accurately under pressure
- Be IT proficient with competent use of Microsoft Office skills including Excel, Word, PowerPoint and Outlook and, following relevant training and support, with CAMS (Institute student database) and CANVAS (Institute Virtual Learning Environment)

Please note the following:

1. **Applicants must be eligible to work in the UK**
2. **Please submit both your CV and a covering letter for this position. The covering letter should detail your interest in this role and the relevant skills and knowledge you feel you can bring to the role and to the Institute.**
3. **Please submit all documents to vacancies@sothebysinstitute.com**
4. **Please state in your email where you have seen this role advertised.**

****Please note**:**

Deadline for applications is 12pm on 20th September 2019