

Sotheby's INSTITUTE OF ART

ROLE DESCRIPTION

Position Title:	Programme Coordinator – Semester Courses
Location:	Sotheby's Institute of Art - London
Reports To:	Semester Programmes Manager
Contract:	Permanent, 35 hours per week
Salary:	£30,000

OVERVIEW

The position of Programme Coordinator is an exciting, fast-paced and varied role at Sotheby's Institute of Art - London. The ideal person for this role is an experienced administrator with 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.

THE ROLE

The Programme Coordinator will be part of the semester administrative team, participating in coordinating the day to day running of the semester courses. This role covers a variety of responsibilities in the areas of organization, communication, co-ordination, student assessment and examination, student support, and budget control.

As well as serving as a first point of contact for students and lecturers, the Coordinator will 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 Coordinator works closely with the Semester Programme Manager and Leaders to develop, maintain and apply processes and systems to enable the successful running and eventual growth of these courses.

KEY DUTIES AND RESPONSIBILITIES:

- Organise the day-to-day running of the programmes. Tasks include sending out reminders to guest lecturers, booking classrooms and IT facilities, arranging internal meetings, updating records in CAMS (Institute student database), preparing letters for students and managing the communication channels on CANVAS (Institute Virtual Learning Environment).
- Maintain and update student records using electronic and hard filing.
- Assist with preparation of course timetables, in coordination with Course Leaders.
- 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, 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.
- Assist with External Examination Boards and preparation of marks.
- Liaise with Student Services, the Registrar and Admissions concerning student welfare, regulatory issues (including student visas and attendance requirements), External Examination Boards, Programme Committees as needed.
- Attend Programme Committee meetings and undertake minute taking, as required
- 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.
- Prepare programme materials including production and distribution of programme handbooks, timetables, lecture notes, maps, notices, and general information 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.
- Keep attendance records for each teaching session in line with regulations.

- 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 and attendance on study trips in London.
- Organise events, such as student receptions and assist with the bi-annual orientation days as needed.
- Supporting other programmes as required
- Provide reception support on an occasional basis.
- Respond to queries from, and meet with, potential students. Assisting in routine non-academic enquiries.
- Liaison with the Admissions Manager in relation to student applications.

ESSENTIAL SKILLS AND EXPERIENCE:

- Significant administrative experience preferably within a Higher Education setting
- Excellent numerical, verbal and written communication skills, including minute taking
- Excellent interpersonal skills
- Excellent written and spoken English
- Clear, concise communicator. Able to effectively deliver complex and detailed information under pressure.
- Demonstrable strong organisational, planning and project management skills
- Ability to work quickly and accurately under pressure, both independently and as part of a team
- Demonstrable experience of prioritising tasks while facing competing deadlines ensuring high standards and accuracy are maintained
- Proficient in the use of Microsoft Office including Excel, Word, PowerPoint and Outlook
- Confident in troubleshooting technical issues
- Experience of delivering a proactive service

DESIRABLE

- Experienced in using Canvas and/or a similar Online Learning Platform.
- Educated to Degree level.

- Experience of budget monitoring
- Interest and enthusiasm for the visual arts.

Benefits:

We offer 25 days annual leave plus additional discretionary closure days during the Christmas period, none contributory life assurance, and 24/7 access to an Employee Assistance Programme. There is scope for remote working, up to a maximum of 3 days per week, out of term time.

Please note the following:

1. Applicants must be eligible to work in the UK
2. Please submit your CV and a covering letter demonstrating how you meet the skills and experience required for this role.
3. Please submit all documents to: vacancies@sothebysinstitute.com
4. Please state in your email where you have seen this role advertised.
5. Closing date for applications midnight 26 September 2021