



## **The Northern Consortium UK**

### **Academic Officer (0.5 FTE)**

NCUK is a leading provider of pre-university pathway programmes for international students worldwide. Since 1987 NCUK has enabled over 23,000 students to study in our partner universities.

For this post, we are looking for an administrative officer to support the academic team in a range of activities from student registration through assessment development to final awards.

You will need to be organised with good IT skills, and able to prioritise, schedule and coordinate your own and others' work. You will be responsive and flexible with demonstrable cross-cultural awareness and understanding.

The post is open to graduates or people with 5 years' relevant administrative experience.

We will offer you the chance to work in a supportive team in a university-owned organisation, pension scheme, generous holiday entitlement and a salary of £18,000 (pro rata) per annum.

The role is specified as 0.5 FTE (18 ½ hours per week) and the timing can be adjusted to meet the needs of the post-holder.

For any queries, call Suraiya, Head of Examinations and Assessments on 0161 306 65978 for further information.

Closing date for applications: **11 December 2014**

Interviews will take place on 17<sup>th</sup> and 18<sup>th</sup> December 2014.



**Job Description: Academic Officer (0.5 FTE)**

**Reports to:** Head of Examinations and Assessments

**Job Purpose:** To provide administrative support to the Academic Team's operational activities.

**Key Responsibilities and Accountabilities:**

1. To contribute to the printing and delivery of examination papers and other assessments.
2. To contribute to the receipt of assessment artefacts, ensuring that full records are kept and materials are safely stored.
3. To assist in the operation of the Manchester-based moderation activities and examination boards.
4. To configure results sheets for a set of delivery partners.
5. To deliver to training in NCUK's requirements for academic administration to delivery centre staff by means of presentation in person or remotely.
6. To coordinate the production of assessments (examination papers and assignments) for a set of NCUK programmes, liaising with module leaders, external examiners and delivery partners to meet deadlines and ensuring that documents are properly proof read and formatted.
7. To coordinate the registration of delivery partners and their students for a specified set of delivery partners, ensuring that delivery centres and their students meet NCUK's specified requirements.
8. To edit and update documentation that specifies academic processes and procedures and the structure of NCUK's programmes and modules.
9. To follow procedures and processes that ensure the academic requirements of NCUK are satisfied and to operate a range of IT systems to meet these requirements.
10. To attend and minute examination boards and other academic committees as required.
11. To undertake any other duties commensurate with the status of the post as deemed necessary by the Head of Examinations and Assessments.