



MCAST

## **Job description: Part-time Coordinator**

**New Unit specification and Programme design and compilation:** The part-time coordinator will coordinate and contribute to curriculum and syllabus design of programmes. They will liaise with the Curriculum Director for the effective implementation of the programme.

**Documentation of Programme content:** The part-time coordinator will organise all documentation related to the programme, including unit specifications, updates, monitoring processes, evaluation and review.

**Communication of Unit specifications/programmes with staff and relevant stakeholders:** The part-time coordinator will hold regular meetings with the lecturing staff. They will monitor the development of teaching material in order to ensure that the different lecturers are delivering appropriate teaching and learning.

**Marketing of Programmes:** The part-time coordinator will carry out marketing and outreach activities in order to ensure an adequate student intake into programmes.

**Effective internal communication with management:** The part-time coordinator will liaise in an open and effective way with the director, Deputy Directors and administrative staff of the institute to ensure the punctual start of the programmes and their smooth running.

**Resource planning:** The part-time coordinator will identify resource and team development needs to achieve quality enhancement.

**Interaction with Learners:** The part-time coordinator will regularly liaise with students to ensure that programmes are being delivered in accordance to quality and time targets set out.

**Assessment plans:** The part-time coordinator will assist in the development and implementation of assessment plans.

**Monitoring progress:** The part-time coordinator will monitor the programme implementation, ensuring timely delivery to the required standards. All records and approved documents must be regularly kept and up to date.

**Liaison person for audit purposes:** The part-time coordinator will act as the formal reference person for all internal and external audits on the programme or programmes they will be coordinating.

**Ongoing quality monitoring:** The part-time coordinator will ensure that programme delivery follows established procedures that regulate programme delivery, including assessment procedures.

**Ongoing support:** The part-time coordinator will provide the lecturing staff, including staff doing internal validation of assessment briefs and assessment marking.

**Overseeing the compilation and collation of results:** The part-time coordinator will ensure that assessment is carried out according to established procedures and that marks or grades are recorded in a timely fashion and that these reach the necessary designated offices.

**Evaluation:** The part-time coordinator will implement reflective and evaluative procedures that will help to identify the strengths and weaknesses of programme implementation over the academic year.

**Programme Review:** The part-time coordinator will coordinate and contribute to the regular review and update of the programme.