

Job Description



Job Title	Part Time Coordinator
Department/Institute	MG2I
Reporting to	General Manager – MG2I
Main Objective	MCAST is seeking to employ a Coordinator for MG2I Part-Time Courses on part-time basis. The successful candidate would need to have flexible working hours to carry out the following duties but not limited to:

1. Coordinate the day to day running of courses to ensure the smooth running of programmes
2. Initiate and support the timely recruitment of lecturing staff and the availability of all the necessary teaching resources
3. Ensure that all the programmes and units are developed in a timely manner following established procedures
4. Draft and monitor the programmes' timetable
5. Ensure that the delivery of programmes is following all the operational and quality assurance mechanisms in place in a timely manner
6. Assist the Admissions' Board in the evaluation of prospective students' applications
7. Ensure that the registration and the enrolment processes are followed rigorously
8. Be responsible for outreach initiatives and for the marketing of courses, which may include both printed material and social media campaigns
9. Be a point of contact for prospective and current students
10. Identify new training needs in industry and discuss proposals with the institute director and MG2I
11. Set up examinations centres for industry-recognised certifications where relevant
12. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.

Chosen candidates will be expected to operate within the institute in liaison with the MG2I office.

Eligible candidates should have a relevant first degree. Teaching experience will be considered as an asset.