



Position Title:	Undergraduate Programme Coordinator
Location:	Condé Nast College of Fashion & Design, London
Reports To:	Programme Director
Contract:	Full time and Permanent, 35 hours per week
Salary:	£28,500 to £31,700

Role summary

Serving as the first point of contact for students and faculty, the Programme Coordinator liaises with administrative departments including Academics, Admissions, IT, Finance, Student Support, Careers Services and the Registrar. They also work closely with their team colleagues to provide a shared and consistent administrative service support to students and staff alike.

This role requires a high level of service and covers a variety of responsibilities in the areas of communication, coordination, departmental liaison, quality assurance, examination and student support. Along with their team colleagues, the Programme Coordinator looks after the student's journeys from Open Day to Graduation and beyond.

Key responsibilities

Programme Administration

- Organise the day-to-day running of the programmes – tasks include (but are not limited to) booking & sending out reminders to visiting lecturers, booking classrooms, setting up internal meetings, booking IT facilities, updating internal records and managing the communication channels on Canvas.
- Respond to student queries in a timely and positive manner, highlighting issues that arise to the programme team.
- Assist with compilation and production of the programme timetables, module handbooks/briefs, module assets and learning materials, under the direction of the Module Leaders / Course Leaders / Programme Directors.
- Maintain and update student records, collate and catalogue coursework and help to monitor the marking and grading of assignments.
- Prepare programme materials including production and distribution of programme handbooks, timetables, lecture notes, maps, notices, and general information for students.
- Maintain Canvas (Online Learning Platform) so that students have online access to the course materials, assessment, set readings etc.
- Support the photography studio as and when required.
- Send out announcements on behalf of students (survey requests etc.)
- Assist Course Leaders / Programme Directors by collating information about programme income and expenditure.
- Process invoices related to academic team & student expenditure

- Check and approve timesheets for visiting lecturers
- Assist Faculty with assessment procedures including co-ordination of double-marked written work, collating feedback to return to students and run routine plagiarism checks using Turnitin software.
- Maintain and carry out procedures in alignment with the requirements of the College's validation and quality policies.
- Attend Committee meetings and undertake minute taking, as needed.
- Plan, organise and assist with the graduate exhibition, graduation ceremony and open days, as needed.
- Organise study and exhibition visits
- Prepare course completion certificates for short courses (5 days, Vogue Teen Festival and online courses).
- Be a credit card holder for costs specifically related to the programme you are associated with. Keep receipts and submit expenses for the credit card.

Maintaining Systems and Records

- Implementing and updating systems within the department to ensure smooth running of administration for both academic staff and students.

Wider Institute Support

- Supporting other Institute departments and senior colleagues when required.

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Essential Skills and Experience:

- Administration skills, including MS Office
- Proven use of a variety of digital platforms, databases and IT software
- Able to work on own initiative and as part of a team
- Excellent organisational and time management skills
- Strong written and verbal communication skills with the ability to relate to an international college team and students
- Strong numerical skills relevant for maintaining budgets and course accounting
- Ability to build and maintain effective working relationships with the wider College team, visiting lecturers and external partners
- Educated to degree level (or equivalent)

Desirable Skills and Experience:

- Experience of working within an education setting

Application process

Please submit your CV and a covering letter demonstrating how you meet the person specification for this position to: ukvacancies@branded-edu.com. The closing date for applications is Friday 5 July 2024.

Benefits of working for Condé Nast College of Fashion & Design include:

- 25 days annual leave plus up to 5 days additional discretionary leave during the Christmas period
- Option to purchase an additional 5 days annual leave on a salary sacrifice basis
- Life insurance
- 24/7 access to an Employee Assistance Programme
- Discount for gym membership
- Volunteering days