

Job Description

Postgraduate Programme Coordinator Newcastle University in Singapore Faculty of Science, Agriculture & Engineering

Main Purpose

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To take a key lead in the Postgraduate Student Life Cycle which includes admissions and progression of students throughout the duration of programmes and to provide comprehensive administrative support in postgraduate programmes at Newcastle University in Singapore (NUIs). To ensure that processes and procedures run smoothly and in accordance with quality standards set by Newcastle University and Singapore regulatory bodies.

Main Duties and Responsibilities

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1. Admissions and Registration
 - a. To support the admissions process in areas such as pre-course counselling, online application and payment made for postgraduate (PG) studies applications, working closely with PG Degree Programme Directors (DPDs) and the University's PG admissions team.
 - b. To support in work ensuring adherence to Committee for Private Education (CPE) requirements which includes checking CPE-PEI student contracts issued, maintaining a database of student contract status, assisting the Senior Manager (Quality, Learning & Teaching) (SMQLT) in arranging academic interviews for part-time academics, maintaining a database of academics to be registered with CPE and assisting with LicenceOne registration.
2. Course and Examination Administration
 - a. To assist in the PG Taught (PGT) programme timetabling process, dealing with issues to ensure a smooth and efficient timetabling process.
 - b. To provide administrative support in assessments, project works and related processes for both PGT and PG Research (PGR) programmes, ensuring accuracy and timeliness in the processes.
 - c. To collate PGT exam marks and produce pass lists ensuring correct information is provided to the Board of Examiners and Board of Studies, as well as the University Examination Office.
 - d. To maintain oversight of the Annual Progress Review cycle and ensure that supervisory meetings are accurately recorded in the University's system (ePortfolio).
3. To provide secretariat duties to the Board of Examiners and Board of Studies.
4. To provide support to students in PG programmes and Continuing Professional Development (CPD) courses, at stages such as registration, progression and completion of course.
5. To advise and assist staff in aspects of Research, Enterprise and Grants and

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Contracts, working in partnership with experts in the University.

- To work flexibly, supporting the wider team including Marketing, Finance, Human Resources, academic staff, etc when required.

Person Specification

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	Qualifications	Essential or Desirable
1	Polytechnic Diploma in Business Studies/Business Administration or a related discipline plus demonstrable experience in a relevant role.	E
2	Educated to degree level or equivalent.	D
	Knowledge, Skills and Experience	
1	Knowledge of recruitment and some marketing or customer service experience of the Higher Education (HE) Sector.	E
2	Working knowledge of Microsoft Word, Excel, mail-merge, mail-shots and databases systems.	E
3	Knowledge and ability in the development and implementation of new systems/processes.	E
4	Demonstrates good oral and written English.	E
5	Excellent planning, prioritisation, organisational and numeric skills.	E
6	Experience in planning and progressing own work within guidelines, using initiative and judgement without recourse to colleagues.	E
7	Ability to multi-tasks appropriately, efficiently and effectively.	E
8	Ability to manage information and pay attention to detail.	E
9	Working knowledge of Blackboard.	D
	Attributes and Behaviours	
1	Is factually correct and gives consistent verbal and non-verbal messages.	
2	Maintains flexibility in work plans to allow for changing circumstances.	
3	Plans workload and tasks in a systematic way and ensures that all activities are completed on time.	
4	Respects the expertise and contribution of others even if own opinion is different.	
5	Shares relevant and useful information with others and keeps other team members up to date with progress.	
6	Demonstrates high energy and commitment to the delivery of excellent service.	
7	Has a positive attitude for doing things better.	
8	Confidently deals with a broad range of information and keeps an open mind to alternative ways of doing things.	
9	Reviews and revises plans to meet with changing circumstances	
10.	Works through the implications of situations in order to identify the most appropriate way forward in order to meet strategic	

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	goals.	
11.	Has an eye for detail, spotting errors and ensuring accurate information.	

HR Office Use Only	
SAP Position Number:	
Grade:	D
Effective Date:	22/04/2019