

## COURSE COORDINATOR

### The Role

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The Course Coordinator is the academic staff member designated to manage and administer a Course in line with University strategic directions. Course Coordinators are the University's 'champions' for the program and its success, and in undertaking their role and responsibilities, will reflect Southern Cross's core values.

Responsibilities fall into three key areas: 1) Course design, development and accreditation; 2) Course management and delivery; and 3) Course quality, integrity and review. Course Coordinators are guided in their role by University academic policies, procedures and rules, with which they must comply.

### Key Responsibilities

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#### 1. Course Design, Development and Accreditation

- Coordinating the development and design of Course curriculum in close alignment with the goals of the Faculty, College or Educational Collaboration, and in line with the University's strategic directions, including the Southern Cross Model;
- Be guided by the [Curriculum Design and Development Policy](#), and taking a whole-of-Course approach, manage the Course Design Team to establish or update the Course curriculum, in particular Course Learning Outcomes;
- Ensure that the Course and its curriculum is informed and revitalised by scholarship, research, and meets internal and external accreditation requirements, and professional standards;
- Contribute to the development of policies and practices related to curriculum development, teaching and learning;
- Liaise with all relevant of Course information resources and development of students' information literacy and academic integrity skills;
- Assist in the design, development and review of assessment tasks and practices, in accordance with the [Assessment Policy](#) and [Assessment Procedures](#).

#### 2. Course Management and Delivery

- Work collegially with the Executive Dean, Dean, Associate Dean (Education), Discipline Chair/s, Academic Director/s, the Academic Portfolio Office, and the Centre for Teaching and Learning (CTL) to ensure Course quality, viability and timely student progress;
- Oversee the effective and successful operation of the Course, as delivered at all locations including at the University's Educational Collaborations and third-party providers;
- Support Course teams across campuses and manage cross-campus and cross-partnership liaison;
- Assist with the development of the schedule of units, unit availabilities, partnership staff schedules, and teaching allocation planning;
- Provide or facilitate the dissemination of Course and academic advice to students before, during and after their enrolment in the Course;
- Where required, assess, map or make recommendations in a timely manner on Advanced Standing, Recognition of Prior Learning, or other credit and content mapping decisions, in accordance with the [Advanced Standing and Recognition of Prior Learning Policy](#) and [Procedures](#).
- Ensure application of any Admissions Committee-approved Course-specific entry and/or English language requirements are applied fairly, transparently and in a timely manner;

- Lead and support the Course's Unit Assessors in fulfilling their responsibilities as listed in the Unit Assessor Role Statement, facilitating opportunities for professional development and continuous curriculum improvement;
- Liaise with staff from other Faculties and Colleges, for example in relation to Course amendments that affect other Faculties, Colleges or disciplines;
- In collaboration with Faculty/College and Student Administration Services, monitor progression of all students, and ensuring international onshore students complete within the specified duration of the Confirmation of Enrolment;
- Actively manage and efficiently respond to students' enquiries, complaints and appeals;
- Liaise with Student Administration Services and Faculty/College student support staff as necessary, and provide approvals as required under the University's Rules Relating to Awards – [Rule 2 - Coursework Awards - General Provisions](#), in relation to student progress in the Course;
- Assist in the orientation and progression of students by coordinating orientation activities and information sessions;
- Assist in the implementation of appropriate and necessary student recruitment strategies as per agreed marketing plans;
- In collaboration with various student support services, assist and report on the retention of students.

### **3. Course Quality, Integrity and Review**

- Maintain and uphold the overall academic quality, integrity and standards of the Course, in alignment with the [Academic Quality, Standards and Integrity Policy](#) and Procedures.
- Complete the Annual Course Report/s for presentation to the Academic Standards and Quality Committee, and take action to 'close the loop' on any Course improvement or course quality matters;
- Ensure that Course curriculum meets the requirements for registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), if the Course plans to enrol International onshore students;
- Coordinate and/or assist in the preparation of accreditation, Course amendment and Course removal documentation in line with the [Curriculum Design and Development Policy](#);
- Coordinate and/or assist in the preparation and documentation for Course Reviews, as per the [Course Review Procedures](#) and [Academic Quality, Standards and Integrity Policy](#);
- Closely monitor Course load, trends, student outcomes, feedback, and academic integrity breaches, providing advice and assistance to the Associate Dean (Education), Chair of Discipline and Unit Assessor, on any actions arising (for example, iQILT);
- Ensure that all staff involved in the conduct of the Course are familiar with the requirements of the [Education Services for Overseas Students Act 2000](#);
- Provide advice when required to the Executive Dean, College Dean or Associate Dean (Education) in relation to recommending conferral of awards.

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