

## **Duties and Responsibilities of Academic Coordinator**

*(Updated 04 August 2022)*

### **Reporting Lines:**

This position reports directly to the Academic Director. The incumbent's primary role is to support the Academic Director in:

- Providing administrative support to facilitate the smooth running of courses;
- Liaising with various stakeholders on day-to-day academic support matters.

### **Duties and Responsibilities**

- Compiling Learning materials and assessments
- Communicating with lecturers on scheduling and academic matters
- Interacting with students on feedback and
- Coordinating with Academic and Examination Board members
- Assist the Academic Director as required.

### **Requirements**

- Diploma or Degree in any discipline;
- Fresh graduates are welcome to apply;
- Have excellent Communication Skills;
- Be able to work in a fast-paced environment while being meticulous;
- Be self-motivated, pro-active and possess problem solving skills;
- Prior experience, especially in the education sector would be an advantage, though not mandatory, and candidates without experience will be given equal consideration.