Job Description

Title: Academic Coordinator

Department: UCL Faculty of Laws

Grade: 6.24

Salary: £15.94 (incl. London Allowance pro-rata) per hour

Hours: Casual (As and When Appointment)

Period: 6 months – Immediate Start

Reports to: Dr. Oliver Gerstenberg, Module Convenor for EU Law
Prof. Maria Lee, Vice-Dean Programme Development and Delivery

The Faculty of Laws, UCL

For almost 200 years, UCL Laws has been one of the leading centres of legal education in the world. Recognised as offering an outstanding educational experience to our students, we combine a strong theoretical foundation in the law with practical teaching from world-leading academics and practitioners.

Our community of intellectually dynamic scholars responds to today’s global challenges, and through our research, we help to shape government policy, national and international law and its practice. At the heart of legal London, we attract the leading figures in the field to contribute to our vibrant programme of events, informing public debate and understanding of contemporary social, legal, environmental and economic issues.

The UCL Laws student body numbers around 1030 students, divided between 500 undergraduate, 450 graduate taught, and 80 graduate research students. The faculty has an academic staff of some 70 professors, lecturers and readers, as well as many visiting professors, lecturers and distinguished judicial visitors, and our dedicated team of professional services staff provides valuable support to both our students and academic staff.

Throughout our long history, we have been committed to the values of the founders of UCL: justice, liberty and equal rights for all. As a faculty, we work together to promote these values among our staff and students, and as part of UCL, we harness the potential of cross-disciplinary research and expertise to address the world’s key problems.
The Role and its Responsibilities

The role will to be provide academic and administrative support to the recruiting module convenor, the Vice-Dean (Programme Development and Delivery); and other academic staff for UCL Faculty of Laws. The Academic Coordinator at UCL Laws will assist in the contribution to the delivery of the Faculty’s taught Undergraduate and Graduate modules.

More information on the Faculty’s taught Undergraduate and Graduate modules can be found at [http://www.laws.ucl.ac.uk/study/undergraduate/llb-degrees/](http://www.laws.ucl.ac.uk/study/undergraduate/llb-degrees/) and [http://www.laws.ucl.ac.uk/study/graduate/llm-programme/](http://www.laws.ucl.ac.uk/study/graduate/llm-programme/).

The responsibilities of the Academic Coordinator may include part or a range of the duties listed below, and will depend on the specific requirement of the faculty. Activities may vary during the course of the appointment.

- Provide day to day administrative support
- Liaise with Module Convenors and the Graduate or Undergraduate Office about scheduling lectures, seminars, and tutorials.
- Liaise with Module Convenors about preparing and updating class materials on Moodle.
- Log student attendance using specialist software
- Attend meetings and meeting notetaking
- Support the academic team by performing all other duties as assigned by line manager
- Provide administrative support for the Module Convenor’s academic mentoring role
- Support the Vice Dean (Programme Development and Delivery), Vice Dean (Education) and Director of Undergraduate Studies as appropriate.

Student Support

Act as a first point of contact for students and refer students to the Programme Directors, Faculty Tutor, or Graduate/Undergraduate Offices for further help.

Personal Development

- Attend Faculty and software training sessions.
- Engage with peer observation of tasks as required.
- Keep current with developments in the subject matter of modules taught.
- Fulfil appropriate probationary and appraisal requirements.

In Addition

- The postholder will be expected to carry out any duties as are within the scope and purpose of the job as requested by the line manager, Programme Directors or Vice Dean (Programme Planning and Development).
• The postholder will be expected to actively follow UCL policies including Equal Opportunities policy.
• The postholder will be expected to maintain an awareness and observation of Fire, Health & Safety Regulations.
• As duties and responsibilities change, this job description will be reviewed and amended in consultation with the postholder.
Person specification
The person specification outlines the skills, knowledge and experience you need to have in order to perform this role. Candidates will be considered based on how well they demonstrate that they meet the essential and desirable criteria for this particular role.

Selection Criteria

Essential Criteria
- A master’s degree in Law (LLM or BCL) or other relevant experience.
- Up-to-date knowledge of your preferred teaching area of Law.
- Good organisational skills and the ability to meet deadlines set by the Faculty Teaching team.
- Computer literate, including Word, Excel, Outlook, Access, email and internet.
- Excellent verbal and written communication skills.
- Excellent interpersonal and networking skills with the ability to work with a wide variety of people, including people from the legal profession, academics, professional staff and students.
- Experience of using online learning environments.
- Commitment to high-quality teaching and fostering a positive learning environment for students.
- Proven record of ability to manage time and work to strict deadlines.
- Diplomacy and tact when dealing with students or pastoral care issues.
- Commitment to your own personal development.

Desirable Criteria
- Undertaking or completed a PhD in Law.
- Experience of marking formative assessments.
- Familiarity with audio-visual equipment.
- Previous experience of working in an academic environment

Application Procedure

Applications should be made by submitting a current CV and covering letter by email to lawsrecruitment@ucl.ac.uk with the subject “Academic Coordinator Application 2017. Queries should also be directed to lawsrecruitment@ucl.ac.uk. Closing date: 9th October 2017
The Appointment

This appointment is part-time casual position with irregular working pattern, approximately 2-8 hours per week.

Salary will be Grade 6 Point 24 on the salary scale, equivalent to £15.94 per hour, inclusive of London Allowance.