## Position summary

The Course Coordinator is responsible for supporting students and academics in achieving course goals, developing curriculum, planning and coordinating course delivery and assuring the quality and integrity of an academic courses within Institutes across one or more campuses or partnership sites. The Course Coordinator will ensure effective communication and participation in decision-making about course matters among staff at all campuses and partner providers.

The Course Coordinator is appointed by the Institute (or equivalent) and reports to the Discipline Leader. The appointment is consistent with the Tertiary Education Quality Standards Agency (TEQSA). The Course Coordinator works collaboratively with the Executive Dean/Director of Academic Operations (or equivalent), Discipline Leaders, Director of Learning and Teaching, and the Director of Industry Cooperation on various operational and strategic matters to ensure that high-quality courses are delivered to students at Federation University Australia.

A variable workload allowance is provided for this position depending on the size and complexity of the course as per the Academic Workload Allocation Guide.

## Key responsibilities

The key responsibilities of the Course Coordinator are to contribute to the achievement of the strategic objectives of the Institute (or equivalent) and the University by demonstrating academic leadership of a course. The responsibilities include:

1. Maintain quality outcomes and regulatory compliance of the course, ensuring it aligns with the University’s and Institute (or equivalent)’s strategic objectives.
2. Assist the Executive Dean/Director of Academic Operations (or equivalent), Discipline Leader, Director of Learning and Teaching, and the Director of Industry Cooperation in developing and implementing strategies to review and renew the course’s curriculum for continuous improvement, in conjunction with unit coordinators.
3. Assist the Discipline Leaders and Directors of Academic Operations by offering course specific advice about staff workload and assist with the preparation of sessional staff contract requests.
4. Efficiently and effectively plan, schedule, and coordinate the delivery of all units in the course across all campuses, partner providers and delivery modes, in close consultation with the Discipline Leaders.
5. Recommend course, and/or unit modifications, and coordinate the required documents for Institute Board (or equivalent) in consultation with the Discipline Leaders, course staff and, where relevant, the Director of Learning and Teaching.
6. Collaborate with other Course Coordinators, where applicable, to assist students in enhancing their learning experience and progressing smoothly in their respective courses.
7. Work collaboratively with Unit Coordinators, Practicum Coordinators or Clinical Coordinators (depending on Institute (or equivalent)) to monitor and ensure effective teaching, research-informed quality and innovation in the units in line with the Institute (or equivalent) s’ and University-wide initiatives and priorities.
8. Facilitate a course framework that ensures units meet quality standards through, assurance of learning processes, discipline and/or industry standards, including accreditation requirements where applicable.
9. Depending on Institute (or equivalent), collaborate with the Practicum or Clinical Coordinators in the delivery of the clinical component of the course.
10. Advise the Executive Dean/Director of Academic Operations (or equivalent), Discipline Leaders, Director of Learning and Teaching, and the Director of Industry Cooperation on unit offerings.
11. Support students in the course to foster their wellbeing and offer assistance or refer to a relevant support service.
12. Liaise with course teaching staff to ensure consistency and continuity of requirements and curriculum across and through the course.
13. Liaise with the Scheduling Office and the Discipline Leader on timetabling of classes, specialised teaching spaces and residential blocks.
14. Liaise with staff in the Academic Services and Support Directorate (ASSD) on course information and Work Integrated Learning matters.
15. Liaise with Student HQ and provide advice in relation to student study plans, progression, credit transfers, exemptions and special consideration and communicate this to unit coordinators where relevant.
16. Assist and support students identified as demonstrating a pattern of low attendance, disengagement, lack of participation, or English language difficulty across multiple units in the course. Monitor progression through individual units or the entire course.
17. Liaise with the Disability and Learning Access Unit (DLAU) to ensure all Learning Access Plans (LAP) are developed to accommodate simultaneously the needs of the student and the inherent requirements of the Course. Ensure student success is facilitated while the integrity of the course is maintained.
18. Provide effective feedback and consultation processes with students on course-related matters.
19. Ensure, through unit coordinators, that accurate final grades for all units in the course are submitted in a timely manner for pre-ratification and ratification at the relevant committee.
20. Ensure that approval of unit result amendments are undertaken in a timely manner.
21. Assist in implementing, monitoring and reviewing student retention and success strategies.
22. Liaise with industry, as directed by the Executive Dean (or equivalent) and Director of Industry Cooperation, and assist in the building of partnership initiatives.
23. Contribute to the domestic and international marketing of the course through various activities including:
* attending expos, careers days, Open days, Orientation activities, etc.
* participating in virtual events, where appropriate.
* liaising with marketing regarding published information, such as fliers, booklets, etc.
* ensuring the University website Course Finder information is kept up to date.

## Committee membership

The Course Coordinator may be an elected member of the Institute (or equivalent) Board.