



Job title Academic Support Officer – Higher Education & Professional Development ****INTERNAL ONLY****

Reference

Salary

Location Broad Oak Campus

Hours 37 hours per week

1. Purpose

- To manage the front line services of the HE Office
- To ensure the effectiveness of systems for the monitoring of quality and implementation of the College quality system for higher education
- To maintain efficient systems for storing and retrieving higher education records and documents and deal with enquiries from staff, students and partner universities and a range of outside organisations
- To liaise with partner universities and other relevant departments to ensure accuracy of record keeping on both sides and to ensure that internal and external deadlines and targets are met

2. Main Duties and Responsibilities

- develop systems and procedures which will ensure a quality service and be responsive to the needs of HE students and staff.
- provide initial guidance and relevant information to students enquiring about the College's HE provision
- promote and support College HE programmes by attendance at Open Evenings and UCAS HE Conventions
- co-ordinate HE student enrolment and registration, liaising with cross College teams as appropriate in order to ensure accuracy of data to inform College MIS
- liaise with outside agencies ie SLC and other organisations to assist HE students and staff in overcoming any difficulties or matters of concern
- assist in maintaining strong and productive links with validating HEIs
- coordinate and contribute to the production of documentation for validation, review and revalidation of all programmes
- ensure that current copies of relevant OfS/QAA documents are available within the HE Office
- assist with the preparation of OfS statistical information for funding purposes
- communicate with and provide information for OfS, QAA, OFFA and other external agencies
- maintain an efficient HE Office and to provide effective administrative support to the Head of Division for Higher Education and HE Programme Leaders
- plan/organise meetings for various levels of the College's HE programmes
- assist in the taking and writing up of minutes of the HE Curriculum and Standards Board and its subgroups
- ensure that reports, letters, minutes, meeting agendas and other similar documents are efficiently word processed and distributed
- organise HE events and functions as appropriate and necessary



JOB DESCRIPTION

ACCRINGTON AND ROSSENDALE COLLEGE

Raising access, aspiration and achievement

- manage a front line service for HE students with regard to submission of assignments and the provision of a point of contact for matters of concern regarding their individual programmes
- work closely with the Head of Division for Higher Education on all quality assurance issues. Be instrumental in the audit and moderation of higher education.
- oversee and monitor the VLE and Web used to promote and deliver HE.
- assist in the review of policies and procedures of higher education across College and with the preparation of statistics and writing of reports, etc.
- participate in staff development activities and the College appraisal system
- responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults that the postholder has responsibility for or contact with.
- undertake any other duties that may be reasonably required, commensurate with grade and scope of this post and agreed with the relevant line manager.