Job Description – Curriculum Assistant

About the role

This role is based within the Curriculum Support Team within the School of Physical Sciences in the STEM Faculty. The main purpose of this role is to provide course-related secretarial and administrative support to staff in the development, production and presentation of modules, packs and other related materials, together with acting as the main contact point for internal and external queries.

There is some flexibility in regard to how the hours are worked over the week, but the successful candidate will be expected to work a minimum of 4 days per week.

Key responsibilities

Description of duties:

1. Maintain all related documents, team membership lists and files according to the University/Faculty file system, ensure that all documents are appropriately named, recorded and filed.
2. In liaison with Curriculum Manager, ensure that module materials are prepared according to appropriate formats using agreed templates and that principles of version control are adhered to;
3. Organise Module Team meetings, and other events such as tutor briefings as required; manage mailings and ensure that appropriate arrangements are followed up;
4. Where appropriate, attend meetings, take minutes and generally assist with meeting requirements;
5. Assist with the maintenance of all expenditure charged to module budgets, check information on FRODO;
6. Assist with copyright applications, maintain complete records of all copyright applications and associated costs;
7. Be the main contact point for internal and external queries (using VOICE) and information storage and retrieval for a designated number of modules. This includes assisting with the updating Faculty/University systems (Rights Portal, FRODO, ECM, CIRCE MI, etc.);
8. Produce/record module related consultancy contracts and manage payments using DEVCORN;
9. Take responsibility for the secure storage of all assessment material in accordance with University regulations;
10. Undertake a range of administrative tasks as directed by the Curriculum Managers or Line Manager, such as respond to generic emails, liaise with other areas of the University and externally as required;
11. Be an adaptable and responsive member of the team; undertake a variety of duties and work practices as required by the Line Manager;
12. Provide assistance in the preparation and updating of web pages;
13. Acquire some working knowledge of the creation and editing of documents in LaTeX
14. Undertake additional duties, where required, as directed by the Line Manager.
Other Duties

15. Co-operate with the Open University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and Departmental Health and Safety arrangements are complied with.

16. Have a strong commitment to the principles and practice of equality and diversity.

17. Attend appropriate staff development events; proactively keeping own skills up to date in order to meet business needs and technological developments.

18. Take reasonable care of the Health and Safety of themselves and that of any other person who may be affected by your acts or omissions at work.

Person specification

Essential

- GCSE Grade C standard or equivalent in English and maths or equivalent experience
- Typewriting/word processing or equivalent qualification
- Previous IT experience in an office environment, including a good working knowledge of word processing, electronic diaries, email, spreadsheets and internet packages
- Previous office experience in a secretarial and clerical capacity
- Excellent oral and written communication skills
- Excellent organisational skills, ability to manage own complex workload and support others to do the same to a professional standard
- Accuracy and attention to detail
- A commitment to equal opportunities principles and practice.

Desirable

- European Computer Driving Licence (ECDL)
- Previous experience of applying style sheets/templates
- Previous experience of using Structured Content or oXygen XML writing software
- Previous experience of Documentum
- Previous budgetary experience