

Academic Coordinator Role at Loyalist College

Assignment of Duties

Preamble:

Academic Coordinators are faculty members who, in addition to their teaching responsibilities, provide academic leadership in a range of areas including program quality, program team facilitation, internal and external liaison, academic advising, and operational support.

A typical Academic Coordinator is responsible for some, or all of the following duties. The College recognizes the position for being complex and diverse, dependent on the program.

Program Quality (Curriculum and Learning Experience)

- Act as a resource regarding the design, development and revision of curriculum in line with provincial program standards
- Review and assist part-time faculty with the development, revision and refinement of course outlines
- Coordinate and assist with consistency and coordination of learning outcomes and evaluation processes across courses and program(s)
- Coordinate activities of the program team
- Coordinate and organize course teaching resources and materials such as textbooks
- Coordinate the development of program policies and procedures where applicable, ensuring alignment to College policy and procedure
- Lead review of program quality and annual program quality review reports
- Coordinate prior learning assessment and recognition (PLAR) requests

Program Leadership/Team Facilitation

- Provide leadership and support to the program team for student learning experience consistency
- Promote effective communications amongst program/course faculty, staff, students and other College representatives
- Organize and chair program team meetings
- Coordinate a workload planning meeting for input into School planning
- Coordinate the mentoring of new full-time and contract faculty as appropriate
- Working with the program team to ensure program manuals are current

Internal/External Liaison

- Coordinate (in consultation with the Program Advisory Committee Chair) Program Advisory Committees, attend meetings, and assist in recruitment of Advisory members
- Liaise with community agencies, business/industry, educational partners, possible placement hosts as appropriate to the program
- Coordinate with the recruitment and orientation of students (such as open houses, conversion events, student for the day, promotional material, customized timetables).
- Ensure accuracy of program information for all promotional material and College website
- Communicate program information and requirements to students and field inquiries from potential students
- Liaise with other programs to support continuation of the students' learning journey

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Academic Advising

- Consult with, and advise students and academic sector on expectations and academic issues
- Assist in identifying students at risk and coordinating retention initiatives
- Provide advisement on academic and behavioural student issues and collaborative success plans
- Coordinate and lead student progression meetings

Operational Support

- Provide input into College's planning (e.g. timetable preparation, workload assignment, capital equipment needs, supplies, etc.)
- Provide regular program updates to the Academic Chair and Dean as required