

Assistant Coordinator (ESS)

JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES

Title of Post: Assistant Coordinator (Educational Support Service)

Reports to: Director (Educational Support Service) through the Coordinator

Responsible for: Freshers Orientation, effective use of e-learning technologies, Health and fitness programmes, student vacation placement and internship, undergraduate catalogue, students progress, information on students occupational background, students' community service and environmental consciousness activities.

Job definition: supports classroom and non-classroom academic activities in order to ensure academic excellence and holistic development of students.

Main duties and responsibilities include assisting the Coordinator in the following:

1. Providing assistance and consultation to the Academic Office in the implementation, refinement, and evaluation of the Student Tracking System, tracks and monitors the academic progress of bursary-holding students
2. Developing and maintaining relationships with alumni and potential employers
3. Supporting the planning and coordinating of special events for students
4. Serving as academic liaison to Students' Parliament, Career and Advisory Service (RCAS), Alumni and Partner Universities where Regent Ghana students are on exchange programme
5. Developing and maintaining databases of employers, students and programme information, ensuring accuracy, current data and proper coding
6. Serving as a resource person for academic workshop/programme participants and faculty
7. Coordinating the Freshers Orientation programme which includes various academic skills enhancement workshops, such as Term Paper writing skills, résumé writing, basic IT training, the use of e-learning technologies, etc
8. Ensuring the effective use of the Regent Ghana eCampus by all faculty members and students and provide weekly reports on the status of e-learning in the university
9. Keeping class and chapel attendance records
10. Coordinating teaching skills enhancement workshops to newly recruited lecturers
11. Coordinating the running of the Health and Fitness course, enforces fitness programme policies for new students and maintain knowledge of pertinent research in the area of Health and Fitness
12. Coordinating the Office Practice Simulation programme for final year students
13. Overseeing student vacation placement and final internship in industry
14. Supervising periodic Community Service programmes for students, for example, environmental cleanliness exercises, University Student Advisors Programme for Secondary Schools, etc
15. Overseeing the academic welfare of international students in Regent Ghana
16. Carrying out miscellaneous academic tasks and other duties as assigned