

## Director/Coordinator (ESS)

### **JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES**

*Title of Post:* Director/ Coordinator (Educational Support Service)

*Reports to:* The Office of the President

**Responsible for:** Freshers Orientation, Career Development, effective use of e-learning technologies, Health and fitness programmes, student vacation placement and internship, undergraduate catalogue, university-industry relations, 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, but not limited to 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. Provide information for the university's undergraduate catalogue and other printed academic materials
3. Developing and maintaining relationships with alumni and potential employers
4. Supporting the planning and coordinating of special events for students
5. Serving as academic liaison to Students' Parliament, Career and Advisory Service (RCAS), Alumni and Partner Universities where Regent Ghana students are on exchange programme
6. Developing and maintaining databases of employers, students and programme information, ensuring accuracy, current data and proper coding
7. Expediting the collection and utilization of information about current occupational backgrounds of all students
8. Assisting the Regent Ghana Career Advisory Service (RCAS) in organizing at least two high profile career fairs every year and periodic career-oriented programmes with employers to support students with their career planning
9. Serving as a resource person for academic workshop/programme participants and faculty
10. 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
11. 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
12. Keeping class and chapel attendance records
13. Coordinating teaching skills enhancement workshops to newly recruited lecturers
14. 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
15. Interacting and exchange information with Ghana's top graduate recruiters and many local companies
16. Providing up to date information about sponsorship and funding opportunities, competitions, entrepreneurship, training courses, skill development and work experience, open days and technology exhibitions
17. Coordinating the Office Practice Simulation programme for final year students
18. Overseeing student vacation placement and final internship in industry
19. Supervising periodic Community Service programmes for students, for example, environmental cleanliness exercises, University Student Advisors Programme for Secondary Schools, etc
20. Overseeing the academic welfare of international students in Regent Ghana

21. Keeping a diary of all activities of the Educational Support Service Unit
22. Carrying out miscellaneous academic tasks and other duties as assigned