Faculty of Science and Engineering

Bachelor of Science Course Coordinator

Role Statement

The Bachelor of Science (BSc) Course Coordinator …

- reports to the Executive Dean
- is normally one of the Executive Dean’s appointments on both the Committee on Courses and Curricula and Teaching and Learning Committee
- is required to maintain an up-to-date and detailed knowledge of all majors, minors and extended majors within the BSc and all specialisations within the Diploma in Applied Science (DipAppSc), and familiarity with other courses within the Faculty and University in which BSc and DipAppSc students may have an interest or for which there are recognised and/or advertised links/transfer arrangements
- is required to maintain an up-to-date knowledge of the services provided throughout the University to assist students
- chairs the BSc Course Management Committee
- coordinates external input into the design and operation of the BSc
- is the Director of Studies: First Year Science and liaises with BSc Major and Extended Major Coordinators to ensure coordination regarding services for first-year students is provided and linkages to foster a sense of cohort are established
- ensures that academic counselling for students in the BSc and the DipAppSc is available upon their request in an appropriate time-frame through the year
- coordinates the BSc and the DipAppSc course monitoring processes
- liaises with the Heads of School in matters regarding the BSc and the DipAppSc generally
- liaises with the Faculty Office in administrative matters regarding the BSc and the DipAppSc generally
- liaises with other Course Management Committees, etc, regarding combined degrees
- contributes to the marketing of the BSc and DipAppSc

Approved by EDAG 13/05
Process and Term of Appointment

- The BSc Course Coordinator is appointed by the Executive Dean in consultation with the Executive Dean’s Advisory Group
- The BSc Course Coordinator is appointed for a three-year term which is renewable

Selection Criteria

In order to fulfil the role of BSc Course Coordinator, academic staff should ...

- be able to demonstrate excellent leadership skills, including the ability to direct, coordinate and train a small team
- be able to demonstrate a high level of organisational skills
- be able to work effectively as part of a team
- be able to demonstrate excellent interpersonal skills and the ability to communicate effectively with people of all ages from a diverse range of educational, vocational, cultural and socio-economic backgrounds
- have or be willing to develop and maintain an up-to-date and detailed knowledge of all majors, minors and extended majors within the BSc and all specialisations within the DipAppSc, and familiarity with other courses within the Faculty and University in which BSc and DipAppSc students may have an interest or for which there are recognised and/or advertised links/transfer arrangements
- have or be willing to develop and maintain an up-to-date knowledge of the services provided throughout the University to assist students