



The
University
Of
Sheffield.



CITY College
An International
Faculty Of
The University.

Academic Coordinator

The International Faculty of the University of Sheffield is committed to excellence in teaching, learning and research and is seeking to employ an enthusiastic, talented and well qualified individual with a passion for teaching and academic administration. The International Faculty of the University of Sheffield is seeking to employ an Academic Coordinator for its English-taught programmes who will be resident in Sofia, Bulgaria, and will be based in VUZF. The Academic Coordinator will work in close collaboration with the Academic Director of the Business Administration and Economics Department of the International Faculty.

THE MAIN DUTIES AND RESPONSIBILITIES WILL BE:

- * **ensure the application of the Learning Teaching & Assessment strategies and practices of the University of Sheffield;**
 - * **ensure smooth everyday operations;**
 - * **monitor individual student performance;**
- * **establish and maintain continuous personalised student contact and pastoral support;**
 - * **establish and maintain regular local staff contact and support;**
 - * **establish and maintain regular contact with the International Faculty academic, management & administration staff;**
 - * **organise programme related activities for students;**
 - * **review qualifications of prospective students and interacts with applicants;**
 - * **teach courses of the curriculum;**
 - * **perform miscellaneous job-related duties as assigned.**

Applicants should hold a Master or PhD degree from a UK or US University, proven prior academic experience and knowledge of the UK Higher Education system. Excellent communication in English and interpersonal skills and a commitment to working as part of a team are therefore essential for the post. Research and/or industrial experience would be an advantage. Intensive training sessions will be offered.

CVs in English should be sent to: Prof . Petros Kefalas (International Faculty of the University of Sheffield), kefalas@city.academic.gr