



JOB DESCRIPTION

Academic Administrator

Purpose

To support the Academic Department of Missio Dei Leadership & Theological College in the day to day running of the systems and processes.

Key Tasks and Responsibilities

Please note that the following responsibilities are indicative rather than definitive:

1. Answer general queries via phone and email, and offer advice to current and prospective students regarding the college's academic programmes.
2. Act as the primary contact for student academic technical enquiries, including extensions and suspensions, module options, interruptions of studies and general queries.
3. Collect, upload and ensure accuracy of data and information submissions to external bodies, including HESA, OfS and NSS.
4. Manage and keep the student database and student files up to date, ensuring that student files and academic admin files are archived when appropriate.
5. Manage the online learning systems including assignment submissions, Moodle and marking submission to the validating universities.
6. Liaise with the Finance Department regarding registering students, student loan enquiries and ongoing student fee compliance monitoring.
7. Arrange and oversee marking, monitoring and second marking of assignments, including any academic integrity issues identified by faculty.
8. Offer prayer and spiritual support to students throughout their time at the College, and participate in staff spiritual development sessions.
9. Undertake any other tasks to support the Academic Team as required, including taking minutes, attending open days and other marketing opportunities.
10. Comply with all AoG policies and procedures, including ensuring all records and correspondence are held in accordance with AoG's Data Protection Policy.
11. Serve and support the annual AoG National Conference and any other Zone / Area Day events.
12. Attend the evening Chapel service in Manchester during the Missio Dei intensive weeks.

Financial or Other Authorities

None

Reporting Line

Report to the Academic Manager and VP Academic.



	CRITERIA	ESSENTIAL	DESIRABLE
Experience relevant to the role	<ul style="list-style-type: none"> • Previous Administration experience • Proven experience of operating with a high level of sensitivity and confidentiality • Experience of cross-team working • Familiar with academic environments • Previous experience of working in or studying in a theological college 	X X X X	X
Personal Qualities	<ul style="list-style-type: none"> • High emotional intelligence • Outgoing and relational • Pastoral in nature • Proactive • Comfortable working alone as well as in a team • Flexible and adaptable • Committed to ongoing personal learning & spiritual growth • Comfortable working in a Christian organisation, including being fully committed to attending regular team prayer meetings, having in-depth discussions with college lecturers, colleagues and students about Christian faith-related issues and challenges 	X X X X X X X X	
Commitment to Vision, Values and Beliefs of AoG	Due to the nature of this role and the level of regular interaction with Christian college lecturers and students on behalf of AoG, we believe that this post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of schedule 9 to the Equality Act 2010.		
The role holder will need to have an Enhanced-level DBS and provide two satisfactory references			