

Summer Programmes Manager and Staff Recruitment 2019

Programme Coordinator (Office-Based) - Job Description

Job Title:

Programme Coordinators (Office-Based)

Reports to:

CUDC Operation Team

Responsibilities and Duties:

Programme Coordinators provide full support to the CUDC Operation Team and work with Residential Programme Managers closely to ensure the smooth operation of the programme that students have a happy and safe experience in the UK. The work hours will be slightly flexible according to the needs of the Office which will be about 40 hours per week. Responsibilities and duties will include, but aren't limited to:

- Attend the compulsory briefing and training session
- Provide full support to CUDC Operation Team in organising and preparing the summer programmes including lectures, activities, events, supervisions, day trips, welcome day, final presentations and formal dinners, etc.
- Planning and coordination of summer programmes and related duties
- Liaise and communicate with suppliers to ensure all arrangement and logistics are confirmed and up-to-date
- Communicate effectively with managers, mentors and staff members
- Keep updated records and create reports for the CUDC Operation Team
- General administrative tasks and answering enquiries
- Prepare programme materials including information packs, itineraries, budget plans, evaluation reports, certificates, presentations, etc.
- Assist venue set-up, seating arrangement and equipment preparation
- Provide assistance to any emergency and to ensure the safety of students and visiting teachers
- Report progress and key changes, if any, to the CUDC operation team during the preparation and throughout the programme period
- Organise and prepare the documentation of the summer programmes
- Provide ad hoc support to the operation team, managers, students and teachers