

Job Description

Job Title:	Academic and Quality Assurance Officer
School/Service:	Quality Assurance
Responsible to:	Director of Academic Quality and Compliance
Job Purpose: To provide administrative support to University committees, Erasmus office and QA department. To support other services during peak workload periods, under the approval and supervision of the Director of Academic Quality and Compliance.	
Main Duties and Responsibilities:	
1. To arrange and service meetings, prepare agendas, minute meetings, distribute action sheets, maintain up-to-date records, follow-up on the actions agreed and support committees and their members on any administrative task, such as preparation of reports, tables, actions progress, papers needed for presentation to meetings, and other meeting preparation task as required.	
2. Administration and other support to all Committees of the University. Coordination and collaboration with Chairs or Co-Chairs of committees to support on actions and progress.	
3. To work closely with other members of the UCLan Cyprus services and departments.	
4. To provide clerical support for data input/ retrieval to/from computerised information systems. To file, import, add and retrieve information from systems to support data management of the QA Department and Erasmus Office.	
5. To provide clerical support to the QA Department and Erasmus office on document creation, corrections and edits, reviews, proofreading, document printing, document preparation, in both English and Greek, both in digital and hard copy forms, and handle filing, folder creation, sharing and professional dissemination as needed.	
6. To provide general support to various services & functions of the university, such as induction weeks, exams and assessment periods, graduation and other University events, and to other functions during peak workload periods, as needed and as approved by the QA Director.	
7. To undertake general administrative and office organisation duties, such as drafting of standard letters and memos, Greek-English translation, support for calendar and tasks management, etc.	
8. To support during DIPAE accreditation events and documentation and preparation, before and after.	
9. To operate in accordance with regulations and legislation on both data protection and freedom of information and to safeguard standards of security/confidentiality where these relate to UCLan Cyprus.	
10. Any other duties commensurate with the post and the grade as agreed with the Director of Academic Quality and Compliance.	

Print name:	
Signed:	
Date:	