

Job Description

Job Title:	Erasmus Officer
School/Service:	Erasmus
Responsible to:	Director of Academic Quality and Compliance
Job Purpose: To develop, maintain and co-ordinate the administrative systems and processes to support the academic cycle. To be responsible for the correct administration and coordination of all aspects of the Erasmus grants and to ensure efficient and high-quality service across the academic and administrative staff, students, applicants and external institutions or bodies. To operate in accordance with regulations and legislation on both data protection and freedom of information.	
Main Duties and Responsibilities:	
1. Ensure the maintenance, development and continuous improvement of administrative systems and their efficiency, appropriate to the range of programmes at UCLan Cyprus, within University guidelines, regulations and protocols.	
2. To develop and manage high quality administrative processes to provide specialist centralized support to a large number of outgoing and incoming study abroad students, and to ensure UCLan University remains compliant with Erasmus operational guidelines.	
3. High responsibility for the correct administration of the Erasmus grant, including; assessing applications, communication with students and staff to ensure they have the correct information and Erasmus paperwork, and ensuring key Erasmus deadlines are met throughout the year.	
4. Provide regular performance reports on Erasmus+ mobility scheme. This will consist of regular reporting on various aspects, including; Erasmus regulation updates, progress against key Erasmus deadlines and updates on service improvement initiatives.	
5. To prepare, manage and monitor aa grant and paperwork involved in the Erasmus+ mobility of outgoing and incoming staff (Academic and Professional Staff) that undertake a teaching or a training exchange activity with UCLan Cyprus.	
6. To support and welcome all incoming staff under Erasmus+ mobility with the necessary documentation for preparing their visit to UCLan Cyprus, especially for International mobilities and promoting UCLan Cyprus to their home institutions.	
7. To calculate the correct amount of Erasmus grant for each student, preparing payment information for finance and organising adjustments as necessary throughout the year. Due to the potential negative impact of inaccuracies on both students and the University, you will need to display a very high level of precision and attention to detail at all times.	
8. Undertake duties and responsibilities of an Erasmus officer that include applications for mobility in Europe and Internationally, Inter-Institutional Agreements, leading as Chair of the Erasmus Committee and handling the selection of Staff and Students for Erasmus mobility.	

9. Handling the Erasmus budget, dealing with all evaluations and reports requested by the National Office, ensuring all documents of staff and students are completed and taken care of incoming and outgoing staff and students at academic level.
10. Operate in accordance with legislation and regulations relating to health, safety and the environment, data protection, freedom of information and intellectual property rights, and to safeguard standards of security and confidentiality.
11. An ability to work flexibly with other members of the University is essential to ensure that the current and future administrative needs of the University are met over the academic and calendar year.
12. To liaise with other areas of UCLan Cyprus and UCLan UK and external agencies as required.
13. Coordination with internal academic teams and regulatory and professional bodies for UCLan course validations and accreditations and audits.
14. To file and retrieve information from established filing systems (both manual and electronic) and to set up new systems as required.
15. To arrange and service meetings, prepare agendas, minute meetings, distribute action sheets, maintain up-to-date records and check action taken as required.
16. To undertake any other duties not specifically stated above as required by the Academic and Quality Assurance Coordinator to support the provision and external liaison.

Print name:	
Signed:	
Date:	