

Unit Coordinator Duties KHA101

- Order texts on both campuses
- Organise editing and printing of student practical manuals and Tutor's version for three campuses and distance mode.
- Prepare unit outlines
 - Versions for Hobart Launceston Burnie, Distance and Summer School
- Send quality assurance documentation to FEU for website
 - Construct website
 - Maintain learning groups within website for each campus and study mode
 - Monitor notice boards and chat rooms
 - Maintain lecture note and slide release system
- Recruit and train mentors on own campus
 - 'Supervise' mentor contact with students
 - Mentor certificate presentations
- Recruit and train tutors for three campuses and distance mode
 - Run tutor meetings
 - Evaluate tutors
- Check room bookings for three campuses and distance mode and summer school
- Check availability of lecturing staff for three campuses and distance and summer school
- Set essay assignments
 - Set readings on e-reserve
- Book SETLs for all campuses every year
- Attend First year Coordinators Meetings
- Organise Orientation Week Activities
- Supervise construction of Exam
- Supervise maintenance of attendance and mark data bases
- Run First year examiner meeting and prepare report for faculty
- Administer research participation scheme
 - Explain scheme to staff and postgrads
 - Supervise placement of adverts
 - Produce and administer alternative activity
- Administer extensions of more than three days or without certification
- Student misconduct – behaviour problems, plagiarism.