

Programme Director – Logistic Management, School of Logistic

JOB PURPOSE

The Programme Director is responsible for the planning and coordination of the day-to-day operational activities of the academic programme within the School/Faculty, including scheduling of classes and assigning teaching staff for the programme.

KEY DUTIES & RESPONSIBILITIES

Course Planning and Organisation

1. Schedule programme courses and assign teaching staff to these courses to ensure that the programme is appropriately coordinated and that resources are available and used effectively.
2. Monitor course registrations and make necessary adjustments to course schedules and assignment of teaching staff.
3. Maintain all data in relation to the programme and coordinate appropriate and timely responses for the preparation and submission of required accreditation documentation to the relevant academic and professional accreditation body, as required.
4. Compile and submit relevant documentation for purposes of internal quality assurance and enhancement.

Assessment and Feedback

5. Manage the assessment process which includes curriculum, placement and internships.
6. Manage marking and moderation allocations and processes.
7. Establish and execute assessment efforts and use assessment results to promote continuous programme improvement.
8. Ensure the assessment strategy (which includes formative assessments, summative assessments, practical assignments and examinations) is designed in such a way that it enables students to demonstrate achievement of course outcomes and employability.
9. Monitor student attendance and record student performance on all modules within the programme; identify trends and poor performance issues for discussion at faculty meetings.
10. Liaise with student/class representatives for programme feedback.

Quality Assurance

11. Comply with academic regulations, quality standards and processes in relation to teaching, learning and assessment.
12. Monitor and review internal quality assurance mechanisms and ensure that appropriate corrective action is taken to address issues raised.

Students Orientation & Students Support

13. Plan and deliver an appropriate orientation programme for new students.
14. Consider and address the needs of students and assist other academic staff in providing pastoral support, as and when appropriate, to students on their course.
15. Expedite the handling of drop/add and transfer credit requests as well as other requests that require programme approval.
16. Oversee the smooth implementation and operations of student internship programmes and work with the Internship Coordinator to create and sustain a quality internship programme.
17. Represent the programme and engage in the promotion and marketing of programmes in Open Days and roadshows.