

<p style="text-align: center;"><b>University of Otago College of Education</b> <b>Role Description - Paper Coordinator</b></p>
--

The role of the Paper Coordinator (liaising with Programme/Postgraduate/Subject Studies and Education Studies Coordinators as appropriate) is to:

- Lead the academic development of the paper within the parameters of the approved paper outline. Collaborate with contributing teaching staff to ensure the paper has academic rigour, is research and best-practice informed, and strive for coherency for the students enrolled in the paper and with programme objectives and conceptual frameworks.
- Liaise with the Associate Dean (Academic and Research) and Programme Coordinators to determine other teaching staff to contribute to the paper.
- Develop the paper outline for students and coordinate the preparation of paper material (paper readings).
- Ensure that assessment practices are in line with the *UOCE Academic Policy* and the *University of Otago Senate Policy on Assessment of Student Performance*, liaising with the Associate Dean (Academic and Research) as appropriate.
- Ensure appropriate resourcing for paper delivery – classroom resources (e.g. DVDs, software, equipment etc.), request library resources.
- Prepare budget requests within expected timeframes to cover all likely costs within the paper (e.g. resources to teach, buses, guest presenters) for approval by the appropriate Programme Coordinator.
- Ensure Blackboard access and maintain the site for students and teaching staff.
- Deal with the administration of the paper in conjunction with administration staff (e.g. timetabling, request for specialist teaching rooms) where appropriate.
- Deal with issues arising from student attendance/absence, complaints, late assignments, applications for extensions, results files (and the processes and decisions that relate to results).
- Deal with first level issues relating to the paper (e.g. complaints, plagiarism, appeals) in liaison with the appropriate Coordinator and/or Associate Dean.
- Carry out moderation of assessment across Dunedin and Southland classes.
- Ensure the paper is reviewed through the HEDC paper evaluation process.
- Advocate for and ‘champion’ the paper, contribute feedback to professional discussions with colleagues in the paper, department and programme.
- Identify professional development or resourcing needs to enhance the quality of teaching.