

Profile: Track Coordinator in the MSc Physics & Astronomy Joint Degree programme

Role description

The track coordinator embodies the link between students, teaching staff, and programme management, and represents them all. The role provides an ideal opportunity to help shape and have a long-term influence on the educational programme, while also working day-to-day with the students and staff who actually go through and execute it.

The Track Coordinator:

- functions as the link between students in the Track, teaching staff, and other organisational bodies including the programme director, programme committee, exam committee, and other Track coordinators.
- represents each of these groups in conversations with the other groups.
- relays communication from each of these groups to the other groups.
- has various functions in the execution of the MSc programme, such as being in the admission committee, writing reference letters, updating the teaching and exam regulations, and more (see list below).

A candidate for this role:

- has experience teaching in the MSc Physics & Astronomy Joint Degree programme.
- is prepared to take a leadership role in the development of improvements within the Track, in addressing issues within the overarching MSc programme, and in exploring opportunities relevant to both.
- is open to providing and giving feedback.

List of roles for the Track Coordinator

1. Student related tasks:

- a. providing general support to students by answering their questions and keeping them informed
- b. providing guidance to students on academic and related matters. Writing recommendation letters
- c. collecting student feedback on the programme and representing them within the department
- d. monitoring student progress and supporting them in collaboration with the study adviser
- e. coordinating the research projects with a settled selection process for students
- f. assessing Academic Skills projects
- g. maintaining Canvas sites

2. Prospective-student related tasks:

- a. attending open days and outreach events (2-3x per year)
- b. admitting students to the programme, welcoming new students and organising their intake into the MSc
- c. nominating incoming students for scholarships
- d. proposing and approving individual pre-master programmes
- e. welcoming new students and organising their intake into the MSc

3. Staff related tasks:

- a. keeping staff informed and answering their questions
- b. gathering input from staff and representing them in discussions within various parts of the department

4. Organisational tasks:

- a. discussing and updating Teaching and Exam Regulations
- b. coordinating the track curriculum with other tracks
- c. coordinating double MSc programmes where relevant
- d. helping with accreditation preparation and process
- e. attending track coordinator meetings (about 8 per year) with the programme director
- f. coordinating with the datanose and scheduling teams

5. Leadership roles:

- a. proactively designing curriculum updates
- b. bridging between staff, students, programme director, programme committee, and exam committee
- c. attending SRS meetings, and acting on feedback
- d. attending various impromptu meetings to address small and larger problems
- e. leading a Mentor team
- f. proactively organising outreach activities, in consultation with other tracks and the communications department