



THE AGA KHAN UNIVERSITY
(International) in the United Kingdom
Institute for the Study of Muslim Civilisations

Job Description

1. Title:
Coordinator, Education Data

2. Reporting to:
Head of Educational Programmes (HEP)

3. Job summary
As Coordinator, Education Data, you will work closely with the HEP and University Registrar's Office to obtain, process and manage education data relating to the institute's MA and PhD programmes. You will be responsible for compiling data for reporting the institute's educational programmes to the Dean, Board of Trustees, University Registrar's Office and other university and academic committees. The role also supports the HEP with the administration of educational programmes.

4. Profile

Educational Qualifications:

- A bachelor's degree or equivalent.

Relevant Experience:

- 1 to 3 years' experience working with student records in the UK Higher Education sector is desirable.
- Must have experience of processing sensitive student data in accordance with university regulations.
- Good knowledge of UK GDPR.
- Some knowledge of UK visa, immigration and student route visa processes.

Skills and knowledge:

- Outstanding interpersonal and communications skills.
- Pro-active and detail oriented.
- Demonstrated time management and organisational skills with the ability to manage multiple tasks simultaneously and prioritise competing demands under pressure.
- Proven ability to work in international teams across multiple continents and time zones.
- Proficient in using Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Data related skills.
- Strong analytical and problem-solving skills.
- Excellent interpersonal skills with the ability to communicate effectively with colleagues across multiple university campuses.

Aga Khan Centre, 10 Handyside Street, London N1C 4DN

Tel: +44 (0)20 7380 3800; Email: ismc@aku.edu; www.aku.edu

Incorporated in England as a company limited by guarantee no. 4448389 / Registered Charity Number 1179136



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5. Main Duties

Data Coordination

- Maintain and record admissions data using the University's student information and administration system (AKUROSS).
- Assist with preparations for the Financial Assistance Committee (FAC), including providing data to the FA team.
- Compile, maintain and track student academic information and records (including enrolment, grades and transcripts) using student information system (AKUROSS).
- Act as the principal point of contact with the Registrar's Office and provide them with student data including admissions, attendance, examinations and grades etc.
- Provide data to the finance team for dissertation fieldwork funding process.
- Work with the Registrar's Office to provide data for verification of attendance and graduation.
- Assist with provision of enrolment letters for students as requested.
- Provide the marketing department with relevant data for promotional material and to support the marketing of the MA and PhD programmes.
- Maintain an alumni database that will enable the Institute to track its alumni.

Reporting

- Prepare data and support the Registrar's Office and QTL_NET with timely submission of HEC reports.
- Provide the HEP with education data (e.g. student performance, progression, awards etc.) for reporting purposes to the AKU UK Board of Trustees and Dean's Office, as well as the Registrar's Office and other university and academic committees.
- Assist with gathering and recording all academic grades to support the HEP and Registrar's Office with the development of academic progress reports and transcripts in a timely fashion.
- Support the education team with quality assurance reporting including preparation of documentation and materials, coordinating visits from the Quality Assurance Agency, providing guidance and support to colleagues and ensuring follow-up to any recommendations for improvement.

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Admissions Administration

- Support the administrative aspects of the admission process from application to matriculation, including - among other tasks - administering the screening process (including acknowledging receipt of applications, responding to queries, and requesting missing or additional information etc.), organising interviews, sending offer and rejection letters as directed by the HEP.
- Assist the Manager, Educational Programmes with maintaining contact with candidates to whom offers have been made to guide and assist with the visa process.
- Help the Manager, Education Programme to monitor the official admissions email account for communication purposes.

6. Other Duties

- Assist the Manager, Educational Programmes with organising student induction and orientation, graduation, as well as extra-curricular activities.
- Any other duties as required by the Head of Educational Programmes or University Registrar.

Accepted by (Name): _____

Signature: _____

Date: _____

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