

Servicing of School level meetings and SLT Project support School Meeting organisation and servicing Support for EDI Committee

All School student recruitment support and events (incl AVDs, Open Days, Tours) Websites External engagement Social media (Twitter, Facebook, Instagram, LinkedIn) Prospectus review Event promotion

All Education and Students related issues
Doctoral tutor contracts
Education budget
Curriculum strategy
Links with Division of Student Experience, eg
SSRO, Timetabling, Exams, ADQE and TEL

Curriculum and Assessment issues
Student Experience issues
Complaints
Misconduct

Curriculum changes
Support for course and module
development
Database management and maintenance,
including syllabus rules
Transfers and course variations
Support for audits and reviews, including
validation, periodic review and
accreditations
Support for School Examination Boards

Student regulations (TWD, PWD, appeal,
complaint, discipline, adjustments,
misconduct)
Student progress (SSPC, repeat,
attainment, EC)
Student welfare/support (advice,
signposting, referrals, skills, mentors, risk,
cases)
Student comms/events (newsletter,
welcome, induction, results, graduation)
Student connections (alumni, visiting
speakers)
Student skills (support student success
advisors, workshops)
Student placements and opportunities

Senior Education Manager: Hayley Bowerman
Assistant Education Manager: Lily Banister –
Weir
Education Manager: Tony Dwyer
Education Coordinator – Molly Honer

Student Experience – Hayley Bowerman
Curriculum and Assessment Overview – Tony
Dwyer

Curriculum and Assessment Officers:
Dnyan Keni-Vaux;
Gavin Osborne, Chris Griffin, Kate Harrison,
Amy Golding (coordinator), Kirin Bhadesha

Student Experience Team: Naomi Harris, Simon
Boyle, Lottie Forster-Bunting

Arts A112/A115/A14
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T.Dwyer@sussex.ac.uk

Arts A114
Contact details: MAH-CAO@sussex.ac.uk

Arts A70
Contact details:
MAH-StudentExperience@sussex.ac.uk

planning and allocation of work line management of Course Coordinators escalation of issues.	: Support for DTLs and Subject Heads Supporting Board of Studies meetings Assisting with organising school and dept events Supporting student induction processes Administering the school's courses and modules Oversight of options processes	Maintenance of timetable related information and plan teaching groups. Supporting the administration of teaching support processes Assistance with the assessment and examination process. Providing support for quality assurance and student feedback activities. Where appropriate, supporting placement, field trips, sandwich years and other course specific admin.
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Dawn Hughes d.hughes@sussex.ac.uk Mary Reynolds mary.reynolds@sussex.ac.uk American Studies (UG) Course Coordinator Grace Ryan americanstudies@sussex.ac.uk 678899 Art History (UG/PG) Course Coordinator Lisa Greening arthistory@sussex.ac.uk 678098 Creative and Critical Practice (CCP) (UG/PGT) Course Coordinator Marie Dennis ccp@sussex.ac.uk 876560 Drama (UG) Course Coordinator Peter Brown drama@sussex.ac.uk 075509 English Language (UG) Course Coordinator Shelley Stevens english-language@sussex.ac.uk 678845 English Literature and English (PGT) Course Coordinator Aggie Steeles	English Language for Academic Study (ELAS) Angela Bachini elas@sussex.ac.uk Film Studies (UG) Course Coordinator Chenying Cannell filmstudies@sussex.ac.uk 876960 History (UG/PG) Course Coordinator Grace Ryan history@sussex.ac.uk 678899 Languages Course Coordinator Vera De Alti/Nicole Peli languages@sussex.ac.uk 877192 Art History and Liberal Arts (UG) Course Coordinator Lisa Greening liberalarts@sussex.ac.uk 678098 Philosophy (UG/PG) Course Coordinator Chenying Cannell, 876960 philosophy@sussex.ac.uk - Senior Coordinator – Laurie Owen - Student Expeirence Officer – Karen Tucker - Senior Course Coordinator – Chris Griffin - Course Coordinator – Gina Stevens - Course Coordinator – Anita Nemeth - Course Coordinator – Rebecca Bowe - FDNStudents@sussex.ac.uk	UG &PGT Media Plus Course Coordinator (vacant) Media and UG Course Coordinator Allie Berry Music and Music Tech Course Coordinator Peter Brown mahmusic@sussex.ac.uk 075509 Philosophy (UG/PG) Course Coordinator Julie Shepherd philosophy@sussex.ac.uk Visiting and Exchange Students Coordinator shared inbox MAH-visitandexchange@sussex.ac.uk 872890
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