



**Student Mobility Coordinator, School of Education  
Role and Responsibilities**

<b>Grade</b>	Ideally academic Grade 7 to 9
<b>Duration</b>	Appointed for 3 years in the first instance Fractional appointment 0.2 FTE (300 hours)
<b>Reporting to:</b>	Director of Internationalisation
<b>Appointment Process</b>	Normally an internal appointment, at the discretion of the Head of School
<b>Role Summary</b>	The Student Mobility Coordinator encourages and enables students in the School of Education to engage in short-term international study opportunities. S/he also facilitates study visits to the School of Education by students and staff from partner universities. This requires a close working relationship with the School's Director of Internationalisation, the Director of Learning and Teaching, the Director of UG/ITE, the Director of PGT and other relevant University personnel (e.g. the College of Social Sciences Student Mobility Administrator). The position reports to the Head of School through the Director of Internationalisation. S/he is a member of the School's Learning and Teaching Committee.
<b>Responsibilities</b>	The Student Mobility Coordinator is required to:
1.	Represent and perform the role of Director of Internationalisation when s/he is off campus or otherwise unavailable.
2.	Publicise and promote Study Abroad programmes and other international opportunities to School of Education students throughout the year, including: (1) liaison with the College Student Mobility Administrator to promote short study visits organised by the College and University; and (2) presenting at conferences on international mobility.
3.	Support <i>outgoing</i> students by: (1) organising student meetings and functions to promote study abroad opportunities; (2) meeting with individual students to discuss possible courses and destinations; (3) assisting students with course choice decisions and with the application process; and, (4) once abroad, attend promptly to students' personal and educational needs via email, Skype or other online technologies.
4.	Support <i>incoming</i> students by: (1) organising welcome meetings and functions; (2) meeting with individual students to discuss information on available courses and to negotiate students' participation with course convenors; (3) where applicable, organising school placement experiences for incoming students, liaising with the Glasgow City Council Placement Officer and with Programme Leaders to ensure the suitability and the timing of placements; (4) assisting with students' personal, educational and social needs.
5.	Support visiting staff on study visits from partner universities by: (1) organising welcome meetings and functions; (2) organising a programme of meetings with relevant School of Education staff; (3) attending to official documentation before, during and after the visit; (4) organising school visits if appropriate.
6.	Work variously with MARIO International, Erasmus exchange offices in the University, School Admission Officers and Programme Leaders to: (1) establish links with student mobility coordinators in partner universities worldwide, negotiating student courses, special circumstances and incoming and outgoing student numbers; and (2) identify School of Education courses that might suit partner universities and discuss potential partner universities, ensuring that the degrees of potential students are compatible with the courses offered by the School of Education.
7.	Support School of Education staff who wish to organise student mobility opportunities
8.	Organise grade conversion meetings and attend College Student Mobility Coordinator meetings
9.	Undertake other duties as required by the Head of School.