



**UNIVERSITETI I PRISHTINËS
"HASAN PRISHTINA"
UNIVERSITY OF PRISHTINA**

Rr. Xhorxh Bush, Ndërtesa e Rektoratit, 10 000 Prishtinë, Republika e Kosovës
Tel: +381 38 244 183 • E-mail: rektorati@uni-pr.edu • www.uni-pr.edu



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Job Description

Position: Coordinator of the Office for Academic Development

Summary: The Coordinator is a bridge between Academic Units and the Office for Academic Development of the University of Prishtina (UP). The Coordinator partners with the Rectorate to ensure that his/her faculty is achieving teaching, learning, and student development targets in UP's Strategic Plan. The Coordinator reports to the Vice Rector for Academic Development.

Responsibilities:

- Support academic staff and students within the academic unit (faculty) by ensuring full implementation and understanding of ECTS;
- Support, monitor, gather data, and report on the Faculty's departments and academic committees during the accreditation & re-accreditation processes;
- Draft, review, or modify study programs to ensure accreditation;
- In cooperation with the management of the academic unit, ensure appropriate involvement of relevant stakeholders (academic staff, students, businesses or members of the Advisory Board) for drafting / reviewing study programs;
- Advise, plan and monitor the module and teacher assessment process, as well as internal quality assessment;
- Organize information sessions for academic staff and students to increase awareness of the Bologna Process;
- In cooperation with the management of the academic unit, gather and report data on the scientific & artistic output of the academic unit (evidencing scientific works, artistic performance, professional and scientific projects);
- Inform and advise management and students of the academic unit on student mobility - "Learning Agreement" (in accordance with the decision of the

academic unit, explains the academic procedures of credit recognition, agreement, transcript of records, monitoring before and after the realization of mobility, etc.);

- Advise, plan, and monitor activities related to increased quality assurance schemes in the academic unit.
- Gather and report data on each activity as required by the Vice Rector for Academic Development, to demonstrate rate of progress from current state to desired state,.