

Terms of Reference for Asst. Academic Officer - Language Resource Centre (LRC) Coordinator.

The main responsibilities of the Assistant Academic Officer (LRC Coordinator) will be to facilitate LRC-English classes and conduct all the necessary tasks to ensure students avail the LRC-English services optimally.

Specific roles and responsibilities of the position include but are not limited to:

Facilitate LRC-English classes:

1. Design and conduct LRC-English classes for all the students, including the Continuing Education students.
2. LRC classes should be held in both face-to-face and online modes.
3. Design and maintain regular and up-to-date online LRC-English classes on the VLE (Virtual Learning Environment) platform endorsed by the college.
4. When invited by other module tutors, conduct classes/guest lectures on topics specific to general English like citations, basic grammar and others.
5. Conduct Language workshops and sessions as and when required.

Semester Planning - Work plans & scheduling of classes:

6. Design and prepare LRC-English work plan for each semester and the class schedules in close coordination with the Academic Manager
7. LRC Classes related information (class sessions, class schedule, & other pertinent information) should be shared to all the students and faculty via announcements made through intranet or notice boards.

Promotion of LRC classes:

8. Conduct regular sensitization programs and sessions to advertise LRC classes to students and faculty members
9. Identify, plan and conduct necessary tasks to promote and advertise LRC-English classes to students.
10. Set up LRC stalls to promote LRC classes during college-wide events like club fairs, international day, festivals and others.

Coordinate, Consult & Communicate with other relevant stakeholders:

11. Conduct regular sessions/ meeting with module tutors, programme leaders and teaching assistants (TA) to seek their advice/ suggestions on any areas of focus for LRC-English classes
12. Collect regular feedback from students, module tutors & TA on LRC-English classes
13. Communicate and update any/ all the tutors who have referred students to LRC-English classes on the students' performances, attendance and others
14. Collaborate and coordinate with module tutors to diagnose and identify specific areas of support students would need for improvement in areas related to LRC-English classes

15. Provide regular update to faculty members about the LRC-English classes on all the classes held and initiatives undertaken

Report preparation and submissions:

16. Report on weekly basis to the immediate supervisor on the functioning of the LRC classes and all the activities/ events held
17. Submit a report analysis of feedback received from students and tutors on LRC classes
18. Submit semester-end LRC report to the Associate Dean on the LRC performances for the semester and related critical analysis including changes and improvements required way forward.
19. Gather and compile data or requested information related to LRC into short reports, tables, graphs, etc. for programme leaders, deans or any other officials

Research & Review to improve LRC Services:

20. Research & conduct regular reviews to identify some of the best practices and strategies to improve LRC services.
21. Conduct regular surveys, Focus Group Discussions and others to consult with students to know from students what are their suggestions to improve LRC services
22. Advice & submit recommendations to Associate Dean on any new changes and strategies required to improve LRC services

LRC Coordinator:

23. Serve as the overall LRC Coordinator and will liaise with other LRC tutors (to be hired in future) to implement LRC plans and events
24. Responsible for maintenance and proper usage of LRC room
25. Ensure LRC rooms are facilitated with necessary resources and any other related tasks

Other Additional Responsibilities:

26. Assist Academic Manager in conducting career related workshops
27. Serve as AAD representatives for any Test Centre related activities organized by the college in the future.
28. Carry out any other duties and tasks related to the AAD office when assigned by the Academic Manager / Associate Dean / Dean.
29. Any other duties which may be assigned occasionally; will be called upon to carry out any relevant activities at the college from time to time.

This position is supervised by the Academic Manager / Associate Dean / Dean as delegated.