

## Academic and Social Engagement Coordination Office: Role Description

The Academic and Social Engagement Coordination Office is primarily responsible for planning and delivering academic and social activities across the School. The duties set out below fall within the remit of the Office.

### Duties and Responsibilities of the Events and Engagement Coordinator

1. Organise academic seminars in the fields of language, culture and literature.
2. Arrange farewell functions (e.g. dinners, plaques, gifts) for academic and administrative staff whose affiliation with the School ends for any reason (e.g. transfer, retirement, appointment).
3. Plan, organise and facilitate all academic and social activities envisaged for our School (e.g. school visits, quiz competitions, sports fixtures, talks).
4. Record meetings held within the Office and notify the relevant Vice Director of the decisions taken.