

**Job Title: Research Coordinator**

**Location: Lahore Pakistan with Remote support to Cecos College London Research & Employability team**

**Reporting to: Associate Dean London**

**Job Purpose**

CECOS College London is seeking a highly motivated and skilled Research Coordinator to support and enhance the College's research culture and academic output. The post holder will coordinate research activities, support tutors in publishing quarterly research outputs, organise annual research conferences, and promote active engagement in scholarly work, particularly in Business Management and Health and Social Care.

This role will be based in our back office in Lahore or Peshawar and will work closely with the UK academic team.

**Key Responsibilities****Research Development and Coordination**

- Coordinate and manage quarterly research publications from academic tutors.
- Support tutors in preparing, reviewing, and submitting research papers, reports, and articles.
- Maintain a structured research calendar aligned with College priorities.
- Develop systems for tracking research output and staff participation.

**Academic Support and Mentoring**

- Provide academic guidance to tutors on research design, methodology, and writing.
- Assist tutors in developing research proposals and projects.
- Motivate and encourage staff participation in research activities.
- Offer one-to-one and group research support sessions.

**Conferences and Workshops**

- Plan, coordinate, and support the College's annual research conference.
- Organise internal and external research workshops and seminars.
- Support guest speakers and research partners.
- Prepare conference materials, proceedings, and reports.

**Publication and Quality Assurance**

- Support the editing, formatting, and quality assurance of research outputs.
- Ensure publications meet academic and ethical standards.
- Assist in identifying suitable journals and conferences for submission.
- Maintain a digital archive of publications and research outputs.

### **Collaboration and International Engagement**

- Support international research collaborations and partnerships.
- Assist in managing joint research projects with UK and overseas partners.
- Monitor developments in academic research trends relevant to Business Management and Health and Social Care.

### **Administration and Reporting**

- Prepare quarterly and annual research performance reports.
- Maintain accurate records of staff research activities.
- Support compliance with institutional research policies.
- Liaise regularly with the UK management team.

### **Person Specification**

#### **Essential Criteria**

- Master's degree or higher in Business Management, Social Science, Education, or a related discipline.
- Strong research background with evidence of published or assisted academic research.
- Experience in supporting or conducting international research projects.
- Excellent academic writing and editing skills in English.
- Good understanding of research methodologies (qualitative and quantitative).
- Strong organisational and project management skills.
- Ability to work independently and meet deadlines.
- High level of IT literacy (MS Office, academic databases, referencing tools).

#### **Desirable Criteria**

- PhD or MPhil in a relevant discipline.

- Experience working with UK or international higher education institutions.
- Knowledge of academic publishing standards and ethics.
- Familiarity with referencing styles (APA, Harvard, etc.).
- Experience in organising academic conferences or seminars.
- Background in Business Management or Health and Social Care research.

### **Personal Attributes**

- Highly motivated and proactive.
- Strong communication and interpersonal skills.
- Ability to inspire and support academic staff.
- Detail-oriented and quality-focused.
- Professional, ethical, and confidential.
- Flexible and adaptable to international working environments.

### **Working Conditions**

- Location: Lahore or Peshawar (Back Office)
- Working Hours: Full-time (as per College policy)
- Mode of Work: Office-based with online collaboration with UK team