

(Internal Role)

Associate Director of Experiential & Careers (CoMENS)

POSITION OVERVIEW

Location	London-based / Hybrid (as per business need)
Term	4 years fixed term (2 years + option to renew for a further 2 years)
FTE	0.2 FTE
Salary	N/A (service allocation within existing post)
Reports to	Faculty Director, CoMENS
Start	2 September 2024, or earlier if possible

The Role

Northeastern University London (NU London) seeks an Associate Director of Experiential & Careers for the Faculty of Computing, Mathematics, Engineering & Natural Sciences (CoMENS).

The overall purpose of the Associate Director of Experiential & Careers is to take a leading role in the faculty to ensure that experiential learning and employability are embedded into teaching and learning objectives of all programmes within the faculty and thereafter implemented.

The post holder will be line managed by the Faculty Director and will have close working relationships with the Associate Dean of Innovation & Enterprise, the Director of Experiential Learning, and the Director of Career Design & Alumni Engagement.

The Associate Director of Experiential & Careers ensures that expectations of all students are met and are continually being improved in respect to experiential learning and employability; programmes within the faculty meet the highest standards of learning, student experience and wellbeing for experiential learning and employability; all programmes achieve quality outcomes, adhere to national and international policy and sector best practices and align with Northeastern University expectations and outcomes for experiential

learning, career development and employability; and ensure programme and course monitoring (assurance and enhancement) process expectations are achieved for experiential learning and employability.

The post can be held by an Assistant Professor, though Associate Professors will additionally be required to provide line management to academic staff within their faculty as part of this role (as detailed below).

We particularly encourage applications from those with a keen interest in innovative teaching, learning and assessment (particularly in vocational, applied, and experiential frameworks); those with knowledge and experience of quality assurance processes; and those with experience of supporting a wide variety of students.

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University continues to grow further, expanding its student cohort, courses, network, and opportunities.

Duties & Responsibilities

- Working with the Associate Dean of Innovation & Enterprise, the Director of Experiential Learning, and the Director of Career Design & Alumni Engagement, take a leading role in programme and course development processes to embed, monitor and improve experiential learning and employability initiatives in the faculty and oversee and support their operational implementation.
- Lead on the design and delivery of training and provide ongoing advice and guidance for faculty, to ensure a high quality and consistent service for students in experiential learning and careers.
- Liaise primarily with Faculty Director, Associate Dean of Innovation & Enterprise, the Director of Experiential Learning, and the Director of Career Design & Alumni Engagement, as well as professional service colleagues including Registry, Marketing and Recruitment and others as indicated by the Associate Dean of Innovation & Enterprise or Faculty Director.
- Engage with other portfolio leads (UGT, PGT, Academic Engagement, Digital Learning & Academic Content Development) as required.
- Cooperation with Dean, Deputy Dean and other Associate Deans on academic planning, programme design and development and resourcing may be required intermittently.
- Deliver teaching in the whole or in part of their substantive role to lead by example, appropriately ensuring contact with students is continued and an awareness of their

needs with respect to experiential learning and careers as far as is possible is sustained.

- Provide line management to academics within the faculty (post holders at the rank of Associate Professor or higher only).
- Support the development of guidance, templates, and workshops or other events, to foster and promote excellence in teaching and learning through embedding experiential content and career development across the faculty's offering.
- Support a strong, student-focussed culture of experiential and employment-driven learning across programmes in the faculty.
- Participate in and occasionally lead faculty meetings.
- Hold regular meetings with Heads of Schools, Course Leaders and other faculty and professional staff, to ensure appropriate programme-level information sharing and discussion takes place in the contexts of experiential learning and careers.
- Participate in other relevant committees as required.
- Support the Faculty's programmes and course documentation, delivery, assessment, quality, and review, sharing good practice as appropriate to the portfolio of experiential learning and careers.
- Support updates to student and faculty handbooks and other programme documentation for approval or modification with content relevant to experiential learning and careers.
- Support Faculty Director and Heads of Disciplines with the provision and maintenance of adequate resources, both physical and online, appropriate to experiential learning and careers.
- Uphold and promote equality, diversity, and inclusion across all aspects of the role.
- Undertake further duties as specified by senior leadership, responding flexibly to changing circumstances and adapting the role to meet the needs of the university.

Person Specification (Essential Criteria)

- PhD qualified.
- Minimum Fellow of the Higher Education Academy or equivalent.
- Demonstrable experience of learning, delivery of high-quality teaching, pedagogy, and scholarship in an area relevant to at least one of the faculty's programmes.
- Clear understanding of experiential learning and careers.
- Awareness of faculty resourcing needs.
- The ability to engage confidently and competently with academic and professional communities and the willingness to participate in engagement activities which develop the reputation of programmes within the faculty, from the viewpoint of experiential learning and careers.
- Excellent written and verbal interpersonal and communication skills.
- Excellent IT skills and evidence of supporting the integration of technologies into learning, teaching and scholarship.
- Excellent time-management and organisational skills.

Additional Information

Enquiries

Candidates are welcome to make informal enquiries. Please email Dr Naomi Goulder (Deputy Dean and Associate Dean of Innovation & Enterprise):

naomi.goulder@nulondon.ac.uk.

Application Process

Applications should be made via [this link](#) no later than 23:59 on **12 August 2024**. Please reference your application “**ADEC0724**”.

Participation in the equal opportunities section is encouraged, but voluntary.

Please ensure that your application includes a Cover Letter and CV. Applicants should address the selection criteria and indicate how their background and expertise align with the job role.

Applications are welcomed from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.