

**INTERNAL ONLY**  
**Job Description**

**Northeastern University London Laboratory (NULab) Coordinator**

**Position Overview**

<b>Discipline</b>	Open
<b>Faculty</b>	Open
<b>Location</b>	London, Devon House (St Katharine Docks)
<b>Term</b>	0.1 FTE, 2 years fixed term (2 years + option to renew for a further 2 years)
<b>Salary Range</b>	N/A
<b>Direct Reports</b>	N/A
<b>Reports to</b>	Associate Dean for Research and Knowledge Exchange (dotted line)
<b>Benefits</b>	The university supports staff maintaining a good work/life balance, offer flexible working and parental leave opportunities, an Employee Assistance Programme which provides free, confidential advice on both home and work concerns as well as optional private medical insurance, season ticket loans and being part of the cycle to work scheme.
<b>Start</b>	As soon as possible

**The role**

Northeastern University London wishes to appoint a NULab Coordinator for Texts, Maps and Networks.

The NULab for Texts, Maps and Networks is the home for research and teaching across Digital Humanities and Computational Social Science at Northeastern. Based primarily in the College of Social Science and Humanities (CSSH) in Boston, the NULab has collaborated in multiple ways with faculty in London since 2019. In the context of the London campus's rapid expansion and growing emphasis on research aligned with the NULab's core principles, NU London wishes to appoint a local faculty member to serve as a primary point of contact between both parties.

The NULab Coordinator will help put in place structures that help coordinate, regularise and grow NULab's growing footprint beyond Boston. The post's responsibilities will include:

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- Promoting and sharing work among the NULab's communities in London, Boston, and Oakland
- Maintaining a list of NULab London members and recruiting new membership
- Serving as a central point of contact for the dissemination of information between London faculty and the larger NULab network
- Supporting and growing collaborations between campuses in the NULab network, including Boston and Oakland
- Facilitating 'home grown' NULab activities in London (workshops, symposia etc) and connecting these to other parts of the NULab network (e.g. through sessions at the NULab Spring conference and other hybrid events.)
- Growing research collaborations with the Digital Integration Teaching Initiative where appropriate (e.g. promoting opportunities in London, connecting research and curriculum initiatives)
- Helping London colleagues understand NULab infrastructures for grant-writing

### **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. Northeastern University London is part of Northeastern University's Global Campus Network. Positioned as top ranking in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San Jose, and Seattle in the USA, and Toronto and Vancouver in Canada.

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.

Northeastern University London offers a vibrant, collegiate community delivering broad and academically rigorous degree programmes, designed to equip graduates with the combination of skills and knowledge that are increasingly desired by organisations, employers, and society. It offers state of the art audio visual technology in its teaching and meeting spaces across the organisation.

### **Person Specification Criteria**

To undertake this role, the following should apply – should you not have the experience below, please do highlight where transferrable skills would assist with you undertaking the role.

- PhD qualified
- Practical knowledge of Digital Humanities (DH) and Computational Social Science (CSS) research methods and skills
- Up-to-date knowledge of the UK and international landscape pertaining to DH and CSS, e.g. by possessing existing connections to external partner agencies
- Ability to work collaboratively with NULab partners in London, Boston and beyond

## **Additional Information**

### **Enquiries**

Informal enquiries may be made to Dr Carolyn Barker (Associate Dean for Research and Knowledge Exchange): [carolyn.barker@nulondon.ac.uk](mailto:carolyn.barker@nulondon.ac.uk). However, all applications must be made in accordance with the application process specified.

### **Application Process**

Applications should be made via [this link](#) by 23:59 on **20 September 2024**. Please reference your application “**NULLC0724**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that addresses the criteria for the role (including teaching and research where appropriate), and a full curriculum vitae.

Interviews are expected to commence immediately following the closing date for applications.

**Please note this role may require a basic or enhanced DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London.**

Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.