

Student Life Coordinator

Job Description

Position overview

Department	Operations and Resourcing
Location	Devon House, London
Term	Full-time; permanent
Salary	£29,000 - £30,450 per annum, depending on experience
Benefits	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.
Reports to	Student Life Manager
Start	As soon as possible

The role

The Student Life Coordinator will be responsible for delivering a range of student engagement activities to enhance the student experience. They will provide detailed planning, organising, and delivery of welcome weeks, co-curricular and extra-curricular programs for students across all programs. The person in this role will help to create a learning community that contributes to the overall experience and success of students during their time in London.

This position's responsibilities include but are not limited to: supporting and organising welcome events, organising airport pickups, coordinating program activities such as excursions and trips, co-curriculars (by liaising directly with the faculty), travel arrangement, catering, detailed itineraries and budget management.

Duties and Responsibilities:

- Supporting the Student Life team in arranging and running welcome week. This includes working collaboratively across all departments, creating schedules, preparing and delivering presentations, researching venues, organising catering, preparing orientation materials and packs, collecting and reviewing health and safety procedures for all locations, creating risk assessments etc.
- Support on airport arrivals and departures with pick ups and drop offs which may include work over weekends and evenings.
- Design and coordinate regular student programming activities including on and off campus events, day trips, and all associated logistics.
- Attendance at extra-curricular and co-curricular events, including events at the weekend and in the evenings.
- Be a resource to the university community on cultural awareness, local resources, transport, living in London, etc.
- General administrative duties such as arranging travel cards, updating university platforms, creating and maintaining documents and handbooks and other resources.
- Support the Student Life Manager in day-to-day tasks and attend and take notes at meetings and/or working group administration. This may also include supporting Student Life Manager in the running of student schemes and operations.
- Create Social Media content to promote on campus events and activities.
- Contribute to a calendar of annual social and cultural events in collaboration with other departments, such as the Events Team.
- Budget management as required. Including, but not limited to tracking budgets, processing invoices and expenses.

Other Duties:

- Undertaking other duties as assigned by management and in accordance with the level of the post.
- Foster a positive work environment with a good team spirit, with a high quality student experience at the forefront of all efforts.

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 programs, 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

- Undergraduate degree [D]
- Experience with event management related to student activities that enhanced the student experience [E]
- Strong knowledge of London, cultural and tourist activities, business institutions and networks [D]
- Experience working in a university or academic setting [E]
- Experience living, studying, or working abroad or experience working with international students [D]
- Experience with U.S. student demographic is preferable [D]
- Good written communications and strong interpersonal skills to deal with students and staff at various levels [E]
- Excelled organisation skills and attention to detail and ability to prioritise and work under pressure [E]
- Able to work collaboratively and effectively in a team environment [E]
- Ability to adapt quickly (and positively) to changing demands and priorities [E]
- Excellent IT skills, including Excel and Word [E]
- Knowledge in working with design platforms - e.g. Canva (D)

Additional Information

Application process

Applications should be made via [this link](#) by 23:59 on **1st September 2024**. Please reference your application “**SLC0824**”. 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 and a full curriculum vitae.

Interviews are expected to commence w/c **9 September 2024**

The panel will be shortlisting for this position on a rolling basis so please apply as soon as possible. We reserve the right to close this post before the closing date if we receive a large number of 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.

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

This Post is not eligible for Skilled Worker visa sponsorship