Job Description:  St. Lawrence University is an American liberal arts college that offers its students an opportunity to study for a semester in London, where some of them do homestays with London families and month-long internships. We seek an individual to assist us in managing the programme and to perform various support roles including: researching and arranging transportation for programme trips, identifying and developing potential internships, some basic bookkeeping, and accomplishing assorted other administrative tasks. The position of Programme Assistant will report to the Director, the First Year Programme Director and to the Housing and Internship Director. This position would suit someone who is exceptionally well organised with excellent communication and administrative skills, ability to work with university students as well as a working knowledge of MS Office, especially Excel, and social media, primarily Facebook. Preference will be given to the candidate with an understanding of basic bookkeeping, computers and IT, experiential learning programmes or volunteer opportunities, as well as cross-cultural experience. All applicants should be able to lawfully accept employment in the UK.

Application and Closing Date: Please submit a cover letter and cv (including references) via post or e-mail by May 1, 2017.

Work Hours: Position entails approximately 16-20 hours of work per week. There is some flexibility in the scheduling and the number of hours. There is potential for advancement to a full-time position after the first year for a person with exceptional qualifications.

Pay: £15.00/hour
Contact:
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