



NYU in London is currently recruiting for a **Student Life Administrator**

Job information & salary data

This is a full-time, permanent post, reporting to the Student Life Coordinator. The post holder will make a significant contribution to the work of the Student Life team, across a diverse range of areas, and will be supporting students throughout the year on various programmes from pre-arrival through to departure. In particular, the Student Life team provides multiple opportunities for our students to engage with UK culture, to help them to develop more knowledge about (and direct experience of) its distinctive local nature, and to complement the site's academic curriculum. The role will have accountability for specific projects, as well as a large number of day-to-day administrative responsibilities, which are shared among all staff in the Student Affairs Office, as outlined below.

Salary and Benefits:

£23,500.00 annual salary

USS pension

28 days of annual leave

Private medical insurance

For full details including job description, duties, and application procedure, please click [here](#).

About NYU in London

NYU in London, an affiliate of New York University, aims to create a study abroad programme of exceptional quality for its students, offering around 500 undergraduate and postgraduate students per semester (including approximately 75 freshmen students) from the USA the opportunity to spend one semester or more living in London whilst studying for NYU accredited courses.

Closing date for applications is **13th January 2019**

NYUL plans to hold interviews the week of 21st January 2019. Candidates who have not heard from NYUL by that time should assume their application has been unsuccessful.

The successful candidate should have the right to live and work in the UK prior to appointment.

NYU London is an equal opportunity employer committed to equity, diversity and social inclusion.