

## Fordham University London Centre

**Title of Position:** Assistant Director of Student Affairs

**Location:** Fordham University, 2 Eyre Street Hill, London, EC1R 5ET

Fordham University London Centre (FULC) is part of Fordham University, the Jesuit University of New York, USA ([www.fordham.edu](http://www.fordham.edu)). The FULC organises academic programs for undergraduate students, approximately 300 each term, in business, liberal arts and practical theatre and drama studies.

*The Assistant Director of Student Affairs* will be part of the Student Affairs office as well as playing a role in the wider team. Working as part of a small and dedicated team the successful applicant will be expected to demonstrate a friendly disposition, the ability to relate to university students, a willingness to engage with all aspects of the student experience and flexibility in order to manage a varied work load. This role is student facing and will be involved across all aspects of the student life spectrum; housing, social activities, health & welfare, conduct.

### **Responsibilities:**

- Deputise for the Director of Student Affairs in all matters relating to the Student Affairs office.
- Coordinate, in conjunction with colleagues, Housing administrative tasks such as the Housing assignment process. Deal with student Housing issues in relation to the relevant Housing provider.
- Develop the social calendar for each semester and manage the student volunteers in relation to those activities.
- Oversee student communications through the use of social media, email newsletters and other media opportunities.
- Advise students on Tier 4 visa, short-term study visa, and Schengen visa applications; track progress of applications.
- In coordination with the Director of Student Affairs, develop and/or implement new initiatives or processes that benefit either the student experience or improve the functionality of the office.
- On behalf of the University and as instructed by the Director of Student Affairs, administer conduct meetings and sanctions, in accordance with the University's Student Code of Conduct.
- In coordination with the Director of Student Affairs, ensure that the Centre remains well equipped to assist students in emergency situations. For example, by maintaining relationships with local doctors, counsellors, clinics and services. Furthermore, ensure that students and staff are informed of all such resources available.
- Coordinate and/or assist media projects, such as booklet updates or content collection, in conjunction with other staff members.
- Provide assistance with student medical concerns and issues.
- Provide pastoral support to students struggling with homesickness, personal conflicts, etc, and refer to counselling if required.
- Organise the emergency phone rota for the FULC staff team.

- If required, respond to emergency situations. The Centre operates an emergency phone rota and in an emergency it may be required that a staff member responds to an incident which may take place outside of regular office hours.
- Build and maintain relationships with local companies and institutions that may benefit the Centre and its students.
- Will be expected to work at student events or activities that take place in the evening or on weekends; may also be required to represent the office in a public forum.
- Provide general administrative support to the Centre, Head of the Centre and Directors (2). Including support with financial administrative functions.
- Perform other duties as assigned.

**Essential:**

- Bachelor's degree required.
- Ability to work collaboratively with colleagues.
- Administrative experience and organisational skills; the ability to effectively plan and prioritise.
- Strong computer skills; ability to work well with the Microsoft suite and social media.
- Experience in a university or academic setting.
- An understanding of UKVI processes for study abroad and internship students.

**Desired:**

- At least three years' experience in a Study Abroad environment.

**Reports to:** Director of Student Affairs

**Salary:** £32k - £33k

**Start Date:** As soon as possible

Send covering letter and resume to: Matthew Holland, [mholland16@fordham.edu](mailto:mholland16@fordham.edu)

Applications will remain open until the position is filled.

This vacancy is not eligible for sponsorship under Tier 2 and non-EEA workers must hold, or obtain, permission to work in the UK which would allow them to take up this post without requiring a Certificate of Sponsorship.

FORDHAM UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION.