

NYU in London is currently recruiting for a **Student Life Administrator (Cultural Programming)**

Job Information

NYU is committed to being a welcoming campus community that reflects and enacts the values of inclusion, diversity, belonging, and equity that inform academic excellence. We seek candidates who will not only enhance our commitment to these values, but whose experience, competencies, skills, and community engagement efforts contribute to diverse, equitable, inclusive learning and working environments for our students, staff, and faculty.

The position of Student Life Administrator (Cultural Programming) 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 students to engage with the culture of the United Kingdom during their time away, to help them to develop more knowledge about (and direct experience of) the distinctive local culture in which they have chosen to live for a relatively brief period of time, and to complement the site's academic curriculum. The role will have accountability for distinctive 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.

There will be on-call duties involved in the role, on a rota system with other staff, and regular evening & weekend work is required. This position requires a positive service orientation while performing all duties.

All NYU London Student Affairs staff are expected to:

- help build a culture that respects and embraces diversity, inclusion, and equity
- maintain an awareness of the university's environmental policies and procedures that seek to minimise the impact of the university's business on the environment
- ensure the health and wellbeing of all community members, including themselves, is a priority

Salary and benefits

- £24,500.00 for the duration of the contract
- 28 days annual leave pro rata
- USS pension scheme
- Private medical insurance (optional)

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.

The closing date for applications is **Sunday 31st October 2021 (11:59pm BST)**.

NYUL plans to hold interviews during the week commencing Monday 7th November 2021, likely via Zoom. Candidates should advise of any reasonable adjustments needed to participate in the application and interview processes. Candidates who have not heard from NYUL by that time should assume their application has been unsuccessful.

The successful candidates 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. We strongly encourage applications from under-represented individuals in the profession, across colour, creed, race, ethnic and national origin, physical ability, and gender and sexual identity. NYU London affirms the value of differing perspectives on the world as we strive to build the strongest possible university with the widest reach.