

NYU in London is currently recruiting for a **Academic Affairs Administrator**

Job Information

NYU is committed to being a welcoming campus community that reflects and enacts the values of inclusion, diversity, belonging, equity and accessibility 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.

This is a full-time, permanent post. The Academic Affairs Administrator ensures the efficient delivery of the NYU London academic programme and works closely with faculty and staff to coordinate academic class preparation and administration. The Administrator is the first point of contact for any academic student enquiries and manages communications between students, the Academic Affairs team, other NYUL

Salary and benefits

- £24,500.00 per annum
- 28 days annual leave
- 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 **Monday 14th February 2022 (11:59pm GMT)**.

NYUL plans to hold interviews 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.