Experiential Learning Coordinator

**Employer:** Bader International Study Centre - UK campus of Queen’s University (Canada)

**Campus:** Herstmonceux Castle, Hailsham, East Sussex, BN27 1RN

**Hours:** full-time

**Contract type:** fixed term (mid - April 2022 to end of June 2023) and renewable

**Salary:** £20,000 per annum pro rata + £400 per month taxable stipend towards on-campus accommodation and meals

**Closing date:** March 27th, 2022 (17:00 BST)

Early applicants may be invited for interview before the closing date. The BISC reserves the right to make the appointment before the formal closing date, so early applications are encouraged.

**Job description**

The Experiential Learning Coordinator will work with the Experiential Learning (EL) team assisting faculty with Experiential Learning planning to ensure workplace skill development for undergraduate students.

**Duties include:**

- To produce timely bookings, itineraries, risk management and administrative documentation related to the Experiential Learning program.
- To maintain appropriate administrative and financial records for those Experiential Learning Opportunities (ELOs) on which they take the lead.
- To lead and accompany students on field study trips and tours within the UK and the continent; it should be noted this will necessarily involve non-traditional hours, including evenings and weekends.
- To provide tracking, record keeping and administrative support
- To assist in promoting a positive living and learning experience for students, both on and off campus.
JOB ADVERT

- To comply with current Health & Safety at Work Legislation.
- To undertake such other duties as may reasonably be required.

Person specification

- Bachelor’s degree or suitable experience in event programming.
- Strong administration skills.
- Study abroad or independent travel experience abroad.
- Strong oral and written communication skills.
- Enjoys working with students.

Who we are

Bader International Study Centre, located at historic Herstmonceux Castle, East Sussex, is the overseas campus of Queen’s University, Canada. The campus occupies a 600-acre estate, including a range of academic, residential and recreational facilities. Our dedicated faculty and staff provide exceptional academic programming for undergraduate and postgraduate students from Canada and around the world. We also serve as a venue for international conferences and meetings. Our wholly owned trading subsidiary, Herstmonceux Castle Enterprises Limited, is responsible for running the gardens and grounds, corporate events and other functions.

Our working environment comprises an historic building with beautiful gardens and grounds with friendly, supportive colleagues in the close-knit Castle community.

The BISC is committed to employment equity, inclusion and diversity and supports fair treatment and opportunity for all.

How to apply

Please see https://www.queensu.ca/bisc/about-us/employment to obtain full details of the vacancy together with a job description and person specification.

Required application format: CV and covering letter to Dr. Ruth Cereceda by email at ruth.cereceda@queensu.ca.