

TITLE OF POSITION: Student Life Assistant (x2)

This is a part-time post for the duration of the Fall 2022 and Spring 2023 semesters only (mid-August to mid-December followed by early January to early May). There are two roles available.

Fordham University in London (FUL) is the London operation of Fordham University, the Jesuit University of New York, USA. FUL organises academic programmes throughout the whole year for undergraduate students in business and liberal arts.

Reporting to the Student Life Coordinator, the Student Life Assistant will play a key role in supporting the Student Affairs team and the delivery of a successful extracurricular programme.

The successful applicant will be expected to demonstrate a friendly disposition, the ability to relate to students and staff from a diverse range of backgrounds, a willingness to engage with all aspects of the student experience and flexibility in order to manage a varied workload.

KEY RESPONSIBILITIES

- Assist with the planning and delivery of student social activities, alongside the Student Life Coordinator and external event providers (will be expected to work at activities that take place in the evening or on weekend)
- Support the delivery of organised day and weekend trips which take place around the UK and Europe (transport and accommodation provided)
- Support students as they adjust to life in London by providing relevant information and responding to queries, as appropriate
- Provide administrative support for the day-to-day operations of the Student Affairs team in London
- Assist with the organisation and delivery of London based activities and events.

ADDITIONAL RESPONSIBILITIES

- Assist with student communications using social media, email newsletters and other communication channels
- Assist with media projects, such as booklet updates or content collection
- Research new initiatives, events and/or activities
- Perform other duties as assigned.

FUL operates a competency based approach to recruitment and evaluation of staff to encourage greater diversity within the workplace. We are seeking to appoint someone with the following competencies:

- IT skills including Google suit, Eventbrite
- Basic graphic design/social media skills
- Good interpersonal awareness
- Team working

- Very good oral and written communication skills
- Well organised
- Customer service skills
- Use of initiative and a proactive approach to problem solving
- Thoroughness and attention to detail
- Flexibility

Please apply by letter providing evidence of competencies listed above and include your CV.

The successful candidate must, by the start of their employment, have permission to work in the UK.

SALARY: £11.05 per hour (London Living Wage)

WORKING PATTERN: Expected to be available for weekend (Friday-Sunday) and evening work, in addition to some weekday hours. Exact hours and days will be irregular and dependent on the programming schedule. 0-20 hours per week.

DEADLINE FOR APPLICATIONS: Open until filled.

DATES OF EMPLOYMENT: 22nd August 2022 - 6th May 2023

SEND LETTER AND CV BY EMAIL TO: Shannon Fane-Hervey, Student Life Coordinator, at london@fordham.edu

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