



## Student Engagement Coordinator Tufts in London/Tufts in Oxford

Tufts in London/Tufts in Oxford supports Tufts undergraduates who are visiting students at seven UK universities – Pembroke College, Oxford, the LSE, QMUL, RHUL, SOAS, UAL, and UCL.

The student engagement coordinator's role is to promote students engaging with London and Britain through thoughtful travel and events, with their UK universities through their social and student lives, and with London and Oxford as students living in these unique cities.

The programme currently enrolls roughly 30+ full year students, 50+ fall students and 80+ spring students per year. The students are studying a wide variety of majors -- from Studio Arts to Engineering -- and roughly a third are from outside the US. Tufts, as a university, offers admission to students from all cultures, religions, ethnicities, and socioeconomic backgrounds, and it is crucial that all students' individual concerns and needs are understood and addressed during their time abroad in imaginative and empathetic ways.

The student engagement coordinator is expected to work flexibly and remotely (if needed), and to adapt their working schedules to the demands of the times of the semester. We are a close-knit team and are proud of our supportive working environment, encouraging staff development and professional opportunities alongside work/life balance.

Candidates for this post need to be able to pay minute attention to detail, work comfortably with spreadsheets and data, and on their own initiative without close supervision. They should have experience of both the US and UK educational systems, preferably having held positions in both. This position is based full-time in London, UK, with occasional day travel to Oxford and Egham.

Appropriate permit/authorization to work in the UK is required and candidates without it will not be considered.

Salary is commensurate with position and experience. The programme coordinator is an employee of Tufts University (USA), with a benefits package appropriate to the UK.

The primary responsibilities of this post are:

Student life organisation – Tufts in London/Oxford students are able to participate in three types of events: our own, allowing students across the universities to meet; ones with another American programme; and ones run by their host university. The purpose of these events is to promote a sense of community and exploration, facilitating discussions on cultural differences, gender issues, political viewpoints etc. while giving students opportunities and skills to explore in ways they might not otherwise. This position coordinates theatre, sport and meal bookings, organises and tracks sign-ups, and occasionally accompanies students on events. They will promote UK university events, tracking universities' social media channels to promote events and encourage memberships. Finally, they will provide advice about London and Oxford events and opportunities with a focus on programming to support specific student groups, including LGBT+, non-US nationals and those on high levels of need.

Housing – students are housed in their UK university halls of residence, and the UK university has responsibility for management. This position

would foster students' relationships with UK housing staff, and help students advocate for themselves in resolving housing issues and complaints. Because where they live is a crucial part of their experience, this position would provide advice and recommendations about the neighbourhoods in which students live, and guidance about how to settle into them.

Helping create social media content and monitoring the social media feeds of the partner institutions, highlighting events and information for students across the universities.

Other responsibilities include but are not limited to

Emergency response – Manage crisis situations on as shared with the director and other members of the team

Assisting in running effective pre-arrival, orientation and departure sessions, and other aspects of the programme as needed.

Helping create and maintain course registrations.

Incorporating and ensuring Tufts and Tufts Global Education DEI initiatives are evident in the above, supporting the highly diverse student body.

Applicants should send their resume and a cover letter outlining their interest in the position and relevant experience to Dr Meredith Hyde, [meredith.hyde@tufts.edu](mailto:meredith.hyde@tufts.edu)