



**Position Title: Student Life Coordinator (SLC)**

**Location:** London Academic Centre, Bloomsbury

**Reports to:** Program Director and Student Life Manager

**Type:** Seasonal Employment (early August -mid December 2023)

**Min. Experience:** Mid to Experienced

**Department:** Student Life

**Division:** Student Success

**About Verto Education**

Verto Education is on a mission to help change Higher Education in positive, student-focused ways. We want to make immersive travel and experiential education a core part of every students' college degree. Verto Education, in partnership with over sixty colleges and universities, offers the only international freshman year experience that gives students full college credit and a pathway to a bachelor's degree in four years.

**Position Summary**

The Student Life Coordinator is ultimately responsible for Verto students' wellbeing and development, and helps plan student engagement activities throughout the semester. Through one-on-one coaching and mentorship, the Student Life Coordinator ensures students feel safe, supported, and engaged during their Verto experience. Student Life Coordinators work to create community and foster a sense of belonging for each student. Collaborating with Verto's local partners, Student Life Coordinators help students immerse themselves in the local community and culture, and serve as role models for students.

Student Life Coordinators report to the Program Director and Student Life Manager, and work closely with Verto staff in each location, to deliver the highest-quality experience for Verto students.

**KEY RESPONSIBILITIES**

## **Community Building**

- Welcome students on arrival and, alongside local staff and partners, deliver Student Life Orientation (Discovery Week)
- Be responsible for being the primary contact of participants in case of questions or concerns, and display a proactive attitude in order to address any participants' concerns in the most timely manner
- Meet with students in one-on-one discussions helping them set goals, manage conflicts, and recognize growth over the course of the semester.
- Facilitate the completion of roommate agreements and mediations when required
- Build community amongst the student cohort through intentional engagement and connecting like minded students.
- Encourage and model mindfulness.
- Accompany students on both academic and non-academic excursions, optimizing engagement, student safety, and logistical support.
- Organize optional student activities and get-togethers to explore their program locations, and facilitate cultural immersion
- Help create updates for parents/guardians and families by collecting, creating, and managing written content and photos for our blog, social media sites, and email updates
- Build personal trust with students and maintain open lines of communication with them throughout the semester
- Facilitate positive group dynamics, and foster inclusivity and respect
- Role model positive behavior and navigate living in proximity to students

## **Health and Safety**

- Play a proactive and reactive role to safeguard and monitor the health and wellbeing of students and other staff through mandatory reporting and documenting behaviors and creating incidents reports as needed or directed.
- Use paraprofessional counseling skills to help students navigate non-serious mental health issues such as homesickness, and discern needs for professional counseling.
- Assist students with making appointments with local health professionals, occasionally attend appointments, and arrange follow up appointments as needed.
- Enforce Verto's Code of Responsibility and behavioral expectations as outlined in the Student Handbook.
- Collaborate with Program Directors and the Dean of Students in the US on any behavioral correction steps, probationary processes, or dismissals if warranted.
- Bring forward students of concern to CARE team meetings and collaborate with Academic Success Coordinator on support and interventions.
- Participate in an "on call" rotation to respond to student emergencies, and support care of medical, mental health, and behavioral issues.
- Facilitate a holistic student experience in collaboration with faculty, Academic Success Coordinators, and program logistics coordinators.

- Other duties as reasonably assigned. This may include staffing the program office, and working hours longer than standard office hours.

## **QUALIFICATIONS:**

- **Must have a valid passport and be able to work legally in the UK**
- 1-3 years of experience in a student-facing position involving university students or young adults
- BA/BS from an accredited college or university
- Experience working in a mentorship capacity
- Professional working proficiency in English and language fluency by location
- Effective communicator with the ability to show empathy and compassion
- Demonstrated ability to manage rapidly evolving priorities.
- Ability to work independently or with minimal supervision

## **WORK AND ENVIRONMENTAL CONDITIONS:**

- Your work day will be 7.5 hours but may start and end at various times during the week according to demand
- The work pace is continually fast-paced and work is required for more than 4 hours at time.
- You will be fully trained on all aspects of your role to incorporate Vertos policies and procedures relating to your daily activities.
- Your work setting will be in the London Academic Centre in Bloomsbury, London

## **EQUAL OPPORTUNITY EMPLOYER**

At Verto Education we value voices of all backgrounds and experiences. We know that creating a diverse environment takes dedication and intentional hiring practices. We are cognizant of the gap between our current state and our commitments. In order to bridge that gap, we have to humbly evaluate where we are today.

Verto sincerely appreciates candidates providing anonymous answers to our EEO questions. You are helping us be better.

Verto Education is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law

## **How to apply:**

To apply please click on this [link](#):

We will be interviewing on a rolling basis as applications are received