

Student Life Coordinator

Job Description

Position overview

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| Department | Operations and Resourcing |
| Location | Devon House, London. |
| Term | Full-time; permanent |
| Salary | £29,000 - £30,450 per annum, depending on experience |
| Benefits | Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional) |
| Start | ASAP |

The Student Life Coordinator will be responsible for delivering a range of student engagement activities to enhance the student experience. They will provide detailed planning, organising, and delivery of welcome weeks, co-curricular and extra-curricular programs for students across all mobility programmes. The person in this role will help to create a learning community that contributes to the overall experience and success of students during their time in London.

This position's responsibilities include but are not limited to: supporting and organising welcome events, organising airport pickups, coordinating program activities such as excursions and trips, co-curriculars (by liaising directly with the faculty), travel arrangement, entries, catering, detailed itineraries and budget management.

Duties and Responsibilities

- Supporting the Student Life team in arranging and running welcome week. This includes creating a daily schedule, preparing and delivering presentations, researching venues, helping check-in at student housing if needed, organising catering, preparing

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orientation materials and packs, collecting and reviewing health and safety procedures for all locations etc.

- Design and coordinate regular student programming activities including on and off campus events, overnight trips and day trips with a learning component, and all associated logistics.
- Attendance at extra-curricular and co-curricular events, including those with overnight stays.
- Be a resource to the College community on cultural awareness, local resources, transport, living in London, etc.
- General administrative duties such as arranging travel cards, ID access cards, updating college platforms, documents and handbooks and other resources.
- Support the Global Experience Manager and with committee meetings and/or working group administration.
- Provide campus tours for prospective students as well as visiting partners and faculty.
- Create Social Media content to promote on campus events and activities.
- Contribute to a calendar of annual social and cultural events in collaboration with other departments, such as the Events Team.
- Budget management as required.

Other Duties

- Undertaking other duties as assigned by management and in accordance with the level of the post.
- Foster a positive work environment with a good team spirit, with a high quality student experience at the forefront of all efforts.

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the

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heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University continues to grow further expanding its student cohort, courses, network and opportunities. students year on year, further expanding its courses, network and opportunities.

Person specification criteria (essential / desirable)

- Undergraduate degree [D]
- Experience with event management related to student activities that enhanced the student experience [E]
- Strong knowledge of London Intellectual, cultural, and/or business institutions and networks [D]
- Experience working in a university or academic setting [E]
- Experience living, studying, or working abroad or experience working with international students [D]
- Experience with U.S. student demographic is preferable [D]
- Good written communications and strong interpersonal skills to deal with individuals at various levels [E]
- Excelled organisation skills and ability to prioritise and work under pressure [E]
- Able to work collaboratively and effectively in a team environment [E]
- Ability to adapt quickly (and positively) to changing demands and priorities [E]
- Excellent IT skills, including Excel and Word [E]

Application process

Applications should be made via [this link](#) by 20:00 on **2nd June 2023**. Please reference your application “**SLC0423**”. Participation in the equal opportunities section is encouraged, but voluntary.

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Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.