

Operations Administrator – University of Notre Dame (USA) in England

The Operations Administrator is a key member of The University of Notre Dame (USA) in England (UNDE)'s busy and friendly support team, providing high quality administrative support and serving as the first point of contact for operational questions and requests. Duties for this role include responding to inquiries, providing administrative support, collaborating with other team members to ensure the smooth running of all operations, as well as providing administrative support for senior leadership initiatives. This position will report to the Director of Finance & Operations at UNDE.

Key responsibilities:

Administrative support for operations at UNDE

- Ensuring the availability of the Academic Support Office during core opening hours, providing a friendly and helpful point of reference for all students, staff and faculty, and providing mutual support to other team members. Providing backup for essential Academic Administrator duties during term time annual leave/absence.
- Working closely with the Director of Finance and Operations in support of accommodation booking processes for our buildings, including:
 - Collating responses from booking forms and maintaining overview spreadsheets
 - Regularly reviewing housing materials and handbooks for accuracy
 - Communicating with faculty and students regarding their accommodation
 - Preparing and sending housing contracts
- Conducting inspections to faculty and student flats to ensure quality control at the end of each occupancy, including inspections of linen and kitchen equipment quality; coordinating with the Facilities team with regards to necessary repairs or replacements.
- Managing the booking of offices, meeting rooms, and study rooms
- Managing inventory and stock levels throughout the buildings, including the following: coffee machines; stationery; kitchen supplies; linen supplies; event supplies; furniture and office items; keeping track of capital items disposal.
- Managing and regularly updating building signage

- Researching and making purchases for supplies as instructed, maintaining accurate records of expenditure and recommended vendors.
- Providing general administrative support such as daily post distribution, weekly classroom checks and replenishing of missing materials, archive filing, assisting with end-of-term shipping for residents, ordering catering and supplies for events.
- Providing support to the Events Team with event set up and staffing (evenings and weekends may occasionally be required).
- Assisting with event and program bookings as requested.
- Other occasional duties may include tasks such as working on improving sustainability, conducting research and benchmarking, and supporting senior leadership initiatives.

Administrative support to the Executive Director at UNDE

- Providing direct administrative support for the Executive Director of UNDE, including: scheduling meetings; assisting with correspondence; booking travel; credit card reporting/expenses.

Essential Skills/Qualifications:

- Proven experience of working in an administrative role in an office or hospitality environment
- Experience of using databases to input data, maintain records, extract information and produce reports
- Excellent organisational and time-management skills, with the ability to prioritise workload to meet deadlines
- Excellent communication and interpersonal skills, friendly and professional demeanor
- Team player with proven ability to work proactively
- Good attention to detail
- Proficient IT skills (particularly Microsoft Office and Google Suite) and the desire to learn new software/systems as required
- Integrity and honesty, inspiring confidence and openness amongst colleagues
- Interest in, or understanding of, the higher education sector
- Evidenced commitment to equality and diversity
- Legal authorization to work in the UK is required

Preferred Qualifications:

- Bachelor Degree or equivalent

About UNDE

The University of Notre Dame (USA) in England (UNDE) is the home of a longstanding and thriving undergraduate study abroad program for University of Notre Dame (UND) students, providing a range of courses taught in-house by local adjunct faculty and visiting faculty from the home campus in South Bend, Indiana. The University of Notre Dame, a Catholic research university, ranks in the top 20 American colleges and universities. The London location creates unique opportunities for Notre Dame to engage the world and the world to engage Notre Dame through scholarly collaboration, undergraduate and graduate study, as well as cooperative programs with governments, foundations, corporations, alumni, parents, and friends of the University. UNDE's main office building is located in central London just off Trafalgar Square, and also owns a student residence facility near Waterloo Station.

How to Apply

Please email your CV and cover letter to london@nd.edu, making sure to include a statement about your right to work in the UK. Applications without confirmation of your right to work in the UK will not be considered.

Application deadline: 29 February 2024

Location: London

Salary range: £30,000-£35,000 (Commensurate with experience)

Hours: Full Time

Contract: Permanent