

PEPPERDINE

International Programs
London, United Kingdom

Job Title: Programme Assistant
Department: Pepperdine University, London Programme
Location: South Kensington, London
Type: Full Time, Permanent

Summary:

We are looking for an enthusiastic and highly organized Programme Assistant to join the [Pepperdine London](#) team. The successful candidate will assist with the day-to-day operations of our study centre located in South Kensington by providing support to study abroad students from the United States. Pepperdine University's main campus is located in Malibu, California USA and the university has study centres across the globe. Pepperdine is a Christian university committed to the highest standards of academic excellence and Christian values. Our mission is to provide students with life-changing international experiences that will strengthen them for lives of purpose, service, and leadership.

Duties:

- Provide friendly and helpful reception services. Greet visitors, staff and students. Answer phones and distribute post.
- Train student employees to cover reception during breaks and meetings.
- Respond to student enquiries and communicate with parents, staff and outside organizations in a professional manner.
- Assist with the provision of food for residential students (i.e. make group bookings at local restaurants; create and track dinner pre-order forms using Google Forms; schedule bi-weekly grocery deliveries; unpack and organise groceries in student kitchen).
- Attend Group Dinner at a local restaurant one night per week.
- Purchase, maintain and organise stock of supplies.
- Maintain student lists and tracking sheets using Microsoft Excel, Google Forms, and multiple student databases.
- Work weekly within the student travel database to ensure all students have submitted travel information; enter group trips, assist students with technical issues, and follow up with students who are missing information.
- Assist with student arrival, departure and orientation programming. May be required to work overtime at the beginning and end of each term.
- Assist with programme logistics (booking tickets, transportation, itineraries, etc.).
- May occasionally accompany students on site visits within London and regional day trips.
- Assist the Director with projects, editing and formatting reports and communications.
- Assist with special events held at the centre.
- May assist other team members as needed.

Skills and Qualifications:

- Bachelor's degree preferred.
- Minimum one year work experience in higher education administration, office management, or an office environment.
- Excellent oral and written communication skills.
- Intermediate knowledge of word processing, Google products (Gmail, Drive, Forms, etc.), Zoom, and database software is required.
- Ability to work independently and as a member of a team.
- Ability to prioritize and manage multiple projects and deadlines.
- Must uphold a professional demeanor and confidentiality.
- Ability to work some evenings and weekends at the beginning and end of each term.
- Previous experience studying abroad or working with international students is preferred.
- There are people of all faiths and none working at this organisation so all are encouraged to apply.
- Must have the right to work in the UK. This position is not eligible for visa sponsorship.

Starting salary range £29,000–£30,000 per annum, depending on skills and experience.

To Apply:

Please submit a CV and covering letter to london.info@pepperdine.edu. Please type “Programme Assistant Application” in the subject line.