

PROGRAM ASSISTANT (PART-TIME)

Ithaca College seeks a Part-Time Programme Assistant to join our dedicated team in promoting our long-established US study abroad programme in London. This is a year-round position, supporting students, staff and faculty during our Fall, Spring and Summer programs. Applications should include CV with three references and a cover letter detailing the candidate's experience and suitability for the post based on the attached job description.

Please send materials in pdf form via email to the attention of **Dr Meghan Callahan**, Director at mcallahan1@ithaca.edu by **December 7** for best consideration, as we hope to appoint a suitable candidate at the first possible opportunity.

The ideal candidate will have strong communication skills, thrive in a busy academic office setting, have extreme attention to detail, strong initiative, and time management. Skills required include basic Word, Excel, and PowerPoint. We welcome those interested in social media management and content creation, design and basic video editing.

Only applicants with a right to work in the UK will be considered. Salary in the region of £14K- this is a part-time in-person position 2.5 days a week (18.5hrs). Students legal to work in the U.K are welcome to apply.

See accompanying Job Description for further information.

- Check out our [website](#)
- Check out our [Instagram](#)

JOB SUMMARY:

This role involves a variety of office tasks including:

1. assisting the Director and Associate Director with student programming which includes weekly coffee talks, end-of-term events, and supervision on College-sponsored events and trips
2. Supervising student workers, in conjunction with the Associate Director, including orientation and training, scheduling, and assigning tasks
3. Assisting with orientations, group Heathrow arrivals, weekly activities for each semester and ongoing planning of main and short-term programs; accompanying groups on field trips or excursions;
4. Coordinating and troubleshooting AV/ IT classroom technology support in conjunction with the Associate Director.
5. Providing support to students as needed, or as directed by the Associate Director and/or Director.
6. Sharing responsibility for ensuring student safety and building security, including building & fire alarms, daily and weekly checks, and as part of the emergency protocol team.
7. Assisting in managing the social media content calendar ensuring that content is going out effectively
8. Reviewing comments and direct messages on social media platforms
9. Greeting alumni who come to visit, take them around the building, and take photos of them to post on social media

Other duties may be assigned.

SUPERVISION:

This position reports to the Associate Director.

QUALIFICATIONS:

The candidate should have excellent communication, creativity and innovation, exceptional attention to detail, and time management skills. **All applicants should be able to lawfully accept employment in the UK.** (If you are not a UK citizen, please address your right to work in the UK in your cover letter.)