



# Student Life Coordinator

## Job Description

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### POSITION OVERVIEW

Location	:	Bloomsbury, London
Base	:	Office based. This is not a live-in role.
Term	:	Full-time; permanent
Salary	:	£27,000 to £31,000
Start	:	May 2019, if not earlier
Benefits	:	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)

The Student Life Coordinator performs tasks and provides high-level planning, organising, and delivery of co-curricular and extra-curricular programs for students. This position reports to the Residence Life Manager and is responsible for coordinating student organisations, programs, and events within the College. The person in this role will help to create a learning community that contribute to the overall experience and success of students during their semester in London.

This position's responsibilities include: full logistical organisation of events, excursions, program trips, including travel arrangement, entries, food and beverages, detailed itineraries and budget management. Finding opportunities for service learning and a key role in the development and organisation of orientation and end of semester event.

### DUTIES AND RESPONSIBILITIES

- Work with Program Liaisons, International Coordinators, and partner institution to design and coordinate regular student programming activities, including mapping of each event to ensure quantifiable learning in line with the Northeastern University model. This includes an end of semester event.
- Be a resource to Program Liaisons, International Coordinators, partner institution, and students on cultural awareness, local resources, transport, living in London etc.
- Working with the partner institution on the creation of the Orientation Schedule. This includes airport transport, check-in at student housing, walking tours, registration and memberships, London orientation, service learning information, pastoral overview, support and faculty staff inductions, trips to London attractions etc.
- Administration for Orientation activities, including securing events, budget management, travel arrangement, arranging orientation materials and packs, collecting and reviewing health and safety procedures for all locations etc.
- Attendance at extra-curricular and co-curricular events where relevant, especially those with overnight stays.
- Research and plan excursions that have a learning component, and all associated logistics.
- Network and arrange opportunities for service learning, as part of the overall Programme.
- Ensure all events are inclusive, and take into account any special arrangements.
- General administrative duties such as arranging travel cards, ID access cards, memberships to Student Central and Senate House Library, and other resources.
- Provide administrative support to the department, peers and faculty, and undertakes duties as appropriately tasked.

### Application Process

Applications should be made via [this link](#) by midnight, 31<sup>st</sup> March 2019. Please reference your application "NUSLC0319". Participation in the equal opportunities section is encouraged, but voluntary.

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

Due to the urgency of this role, applications will be reviewed on receipt and it is likely that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

## **JOB DESCRIPTION STUDENT LIFE COORDINATOR**

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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. We are not able to provide Tier 2 Sponsorship for this role.

### **PREFERRED EXPERIENCE**

- Bachelor's degree required
- Experience with event management related to student activities on a larger scale
- Strong knowledge of London intellectual, cultural, and/or business institutions and networks
- Experience working in a University or academic setting is preferred
- Experience living, studying, or working abroad or experience working with international students
- Experience with U.S. student demographic is preferable
- Strong interpersonal and intercultural communication skills as well as a positive attitude
- Strong computer skills, including Microsoft packages