



Associate Director (Global Experience Programmes) - Maternity Cover

POSITION OVERVIEW

Department	Student Services, Academic
Location	London, Devon House (St Katherine Docks), Hybrid 2-3 days in the office
Term	Full-time; 12 months Fixed Term (Maternity Cover)
Salary	Assist Prof (G8) £47,321 to £54,827, progressing to £58,155 once in post; Assoc Prof (G9) £56,467 to £69,404, progressing to £75,833 once in post
Benefits	Generous benefits package including 25 days holiday allowance pro rata (plus Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	As soon as possible, by 1 July 2024

The role

Northeastern University London wishes to appoint an (Academic) Associate Director of Global Experience Programmes. The appointee will work closely with the Director of Global Experience Programmes and others including Professional Services to assist with the academic delivery of current mobility (study abroad) programmes, including Global Scholars, London Scholars, and Semester in London, and to oversee the student experience on these programmes.

Acting as a communicator and mobility point person for academic advisors and individual students on the programme, the successful candidate will:

- Support the planning, delivery, and review of all NU London mobility programmes (currently at Levels 4 and 5).
- Contribute to orientations and other programme-related events and opportunities as appropriate.
- Develop and maintain good working relationships with the NU London Academic Advisors.
- Act as the mobility liaison for NU London Academic Advisors on programme-related matters.

- Oversee the academic experience of students on the programmes, by welcoming and inducting them before the start of the semester as well as by holding weekly Associate Director office hours.
- Assess and act upon student concerns about programme-related issues, escalating any wide-ranging concerns to the Director.
- Report on the performance of programmes to the Director.
- Assist the Director to monitor and evaluate the effectiveness of academic programmes.
- Act as a Deputy for the Director as needed.
- Uphold and promote equality, diversity, and inclusion across all aspects of the role.
- Other activities commensurate with the role.

We particularly encourage applications from those with an interest in innovative teaching, learning and assessment; those with experience of supporting a wide variety of students; and those belonging to groups underrepresented in UK higher education.

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 heart of London. Northeastern University London is part of Northeastern University's Global Campus Network. Positioned as top-ranking in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San Jose, and Seattle in the USA, and Toronto and Vancouver in Canada.

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. Northeastern University London offers a vibrant, collegiate community delivering broad and academically rigorous degree programmes, designed to equip graduates with the combination of skills and knowledge that are increasingly desired by organisations, employers, and society. It offers state of the art audio visual technology in its teaching and meeting spaces across the organisation.

Person Specification Criteria

- PhD and/or appropriate qualifications (FHEA - desirable);
- Demonstrable experience of learning, teaching, pedagogy and scholarship in areas relevant to the Programme(s). STEM subject experience is desirable but not essential;
- Experience with mobility programmes or study abroad and an international student body;
- Evidence of excellent communication and interpersonal skills;
- Excellent IT skills and evidence of supporting the integration of technologies into learning, teaching, and scholarship;

- Experience in designing effective academic provision which delivers integrated curricula and assessments, ideally within a programme setting;
- Ability to engage confidently and competently with academic and wider professional communities and the willingness to participate in engagement activities which develop the reputation of the relevant programme within the sector;
- Experience of active contribution to academic administration including an understanding of the regulations, guidelines and/or codes of practice which relate to the role, and the implications of non-compliance;
- Working knowledge of the work of others inside/outside of the University relevant to the subject area and/or programme;
- Proven ability to foster and embed a strong student-focused culture in a programme;
- Collaborative; constructive; a strong communicator;
- Flexible and pragmatic, but with an eye for detail.

Additional Information

Enquiries

Informal enquiries may be made to Dr Riyukta Raghunath at riyukta.raghunath@nulondon.ac.uk. However, all applications must be made in accordance with the application process specified.

Application Process

Applications should be made via [this link](#) by **23:59** on **15 May 2024**. Please reference your application "ADGEP0424". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that addresses the criteria for the role, and a full curriculum vitae.

Interviews are likely to take place throughout late May and early June.

Participation in the equal opportunities section is encouraged, but voluntary. Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

This role is available for skilled worker visa sponsorship.