

# (Internal Role) Associate Director for Enrolment Management x 3

## Job Description

### POSITION OVERVIEW

<b>Location</b>	London-based / Hybrid (as per business need)
<b>Term</b>	4 years fixed term (2 years + option to renew for a further 2 years)
<b>FTE</b>	0.2 FTE
<b>Salary</b>	N/A
<b>Reports to</b>	Faculty Director
<b>Start</b>	As soon as possible

### The Role

Working under the instruction of the Associate Dean of Teaching & Learning (Students) and Faculty Director, and working closely with the Directors of Undergraduate and Postgraduate Taught Degrees, the Enrolment Management Team, Heads of Discipline within the faculty, other Associate Directors for Enrolment Management and other key stakeholders, the successful candidates will contribute to strategic planning and lead the operational management of all Enrolment Management (Admissions, Recruitment and Marketing) activity within the faculty, as it relates to all disciplines within the faculty.

The post is suitable for academics at Associate Professor level, although it can be held by exceptional Assistant Professors with demonstrable management skills or experience in admissions, recruitment and marketing. The post holder will ordinarily be line managed by the Faculty Director.

### Duties & Responsibilities

- Lead the operational management of all Enrolment Management activity within the faculty (e.g., open days, taster lectures, offer holder days, campaigns such as essay competitions and summer schools, widening participation activities and schools outreach) in line with the strategic objectives set by the academic senior management team and in accordance with the Enrolment Management activity plan.

- Contribute to communication and engagement with the university's educational provision, by providing content for internal and external marketing (e.g. deep dives with Enrolment Management team and external communications such as emails, prospectuses, subject brochures, and promotional films), and contributing to the creation of the academic content of marketing materials as required.
- Develop a good understanding of the various cycles in which Enrolment Management operates and the ability to communicate the recruitment and marketing strategies that underpin the annual activity plan to academic colleagues while contributing meaningfully to the enhancement of planning and delivery.
- Report to Associate Dean of Teaching & Learning (Students) and Faculty Director on the status of Enrolment Management operations, both quantitatively and qualitatively, and for the purposes of resource allocation and planning.
- Where the appointee is also an Associate Professor, there is an expectation to provide line management duties within the faculty as part of the role.
- In addition to contributing to formal and informal faculty meetings, you may be asked to occasionally lead them where relevant to the role or deputising.
- Participate in all committees and meetings related to the role and level of appointment.
- Uphold and promote diversity, equity and inclusion across all aspects of the role.
- Undertake further duties as specified by senior leadership, responding flexibly to changing circumstances and adapting the role to meet the needs of the university.

#### **Person Specification (Essential Criteria)**

- PhD qualified.
- Minimum Fellow of the Higher Education Academy or equivalent.
- Knowledge of the various recruitment cycles for undergraduate, postgraduate, and apprenticeship degree students combined with some understanding of the current NU London Enrolment Management strategy and activity plan.
- Demonstrable experience of learning, delivery of high-quality teaching, pedagogy, and scholarship in an area relevant to at least one of the faculty's programmes.
- Clear understanding of the University's widening participation activities and objectives.
- Awareness of faculty resourcing needs as pertinent to the role.
- The ability to engage confidently and competently with academic and professional communities and the willingness to participate in engagement activities which develop the reputation of programmes within the faculty, from the viewpoint of enrolment management.
- Excellent written and verbal interpersonal and communication skills.
- Excellent IT skills and evidence of supporting the integration of technologies into learning, teaching and scholarship.
- Excellent time-management and organisational skills.

## Application process

Applications should be made via [this link](#) by 23:59 on Sunday the **12<sup>th</sup> of May 2024**.

Please reference your application “**ADEM0423**” on the form.

Please ensure that your application includes a Cover Letter and CV. Applicants should address the selection criteria and indicate how their background and expertise align with the job role.

Candidates are welcome to make informal enquiries. Please email Dr Alison Statham (Associate Dean of Teaching & Learning, Students): [alison.statham@nulondon.ac.uk](mailto:alison.statham@nulondon.ac.uk).

Names and contact information of references should be provided at the end of your CV. References may be sought for shortlisted candidates.

Applications are welcomed 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.