

Job Description

DATA ADMINISTRATION ASSISTANT

Position overview

Department	Business and Partnership Development & Apprenticeships
Location	Devon House, London (Hybrid role) – Work from home but with expectation to attend campus according to business need as confirmed by line manager; working options to be discussed at interview
Term	Temporary 12 week contract – 15 hours per week (0.4 FTE)
Salary Range	Full-time equivalent £25,000 per annum; £9,868 per annum pro rata
Benefits	The university supports staff maintaining a good work/life balance, offer flexible working and parental leave opportunities, an Employee Assistance Programme which provides free, confidential advice on both home and work concerns as well as optional pension schemes, private medical insurance, season ticket loans and being part of the cycle to work scheme dependent upon length of service. Pro rata 25 days holiday allowance plus winter break 27th to 31st December (excl. Bank Holidays)
Direct Reports	None
Reports to	Head of Operations and QA for Business and Partnership Development & Apprenticeships
Start	Immediate - May 2024

The role

Northeastern University London wishes to appoint a temporary Data Administration Assistant to support the institutions commitment to the development and delivery of a range of Work-Related Learning Programmes and Apprenticeships.

The role-holder will support the maintenance and transfer of learner data within our Learner Management System (LMS) across a 12 week period. Such data is used for both internal and external reporting and importantly to track learner progress, so prior experience in the use of an LMS is preferred but not essential (full training will be provided).

You will be a dynamic and proactive individual, conscientious, with an eye for detail, willingness to learn, excellent communication and strong team-working skills.

Duties and Responsibilities

- Provide general administrative support to the Business and Partnership Development & Apprenticeships' Operations Team
- Undertake a 12 week project involving detailed preparation and transfer of electronic LMS documents and learner records
- Ensure that any identified queries pertaining to the LMS, are dealt with, or escalated in a timely manner to the appropriate party
- Assist in compiling and maintaining electronic records for learners in line with NU London requirements
- Adhere to the General Data Protection Regulation and the Data Protection Act
- Foster a positive work environment with a good team spirit, including throughout interaction with wider support teams, and with student experience at the forefront of all efforts
- Such other duties, commensurate with the grading of the post, that may be assigned by the Head of Operations and QA for Business and Partnership Development & Apprenticeships

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities and NCH at Northeastern Ltd) 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 University 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, Northeastern University London 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.

About Business and Partnership Development & Apprenticeships

The Business and Partnership Development & Apprenticeships section of Northeastern University London is dedicated to designing and delivering work-related learning throughout the UK and internationally. Working across campus and remotely, the teams use innovative pedagogical approaches and best practice in digital education and collaboration to ensure an excellent learner experience for individuals or groups of learners, wherever they are based.

The team currently delivers a growing portfolio of work-related learning in the form of Apprenticeships, Skills Bootcamps and other short course offerings, aligned to digital transformation, data science, artificial intelligence, and project management.

Person specification criteria

To undertake this role, the following should apply – should you not have the experience below, please do highlight where transferrable skills would assist with you undertaking the role.

- Demonstrable administration skills, including proficient use of Microsoft Word, Excel, Email [E]
- Experience in using Google Workspace [D]
- Experience in using Learner Management System software [D]
- Strong communication skills (both verbal and written) [E]
- Ability to prioritise workload, exercise good time-management and the ability to work to deadlines, demonstrating excellent organisational skills [E]
- Excellent planning and co-ordination capabilities [E]

Additional Information

Enquiries

Informal enquiries may be made to Deborah Hursey (deborah.hursey@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 25 April 2024. Please reference your application “**TDAA0424**”. 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 expected to commence w/c **29/04/2024**

Please note this role may require a basic DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London requiring a DBS check.

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from all underrepresented groups, including the Global Majority. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

Job sponsorship

Please note that this role is not eligible for visa sponsorship.