

Job Description

Research Administrative Assistant

POSITION OVERVIEW

Location	Campus-based, London E1
Term	18 months fixed term with the potential for renewal
FTE	Full-time, 38 hours per week
Salary	£28,000
Benefits	Benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare
Reports to	Helen Leech, Research and Knowledge Exchange Development Manager
Start	ASAP

The role

Northeastern University London (NU London) is the UK's newest university and the European campus of Northeastern University - a large, tier 1 research-intensive university in the US. NU London is rapidly expanding its research base with a new PhD programme and strategic research initiatives.

Are you enthusiastic about academic research and ready to leverage your organisational skills in a dynamic setting? We are seeking a detail-oriented and proactive individual to play a crucial role in supporting our research initiatives across the institution. NU London is looking for a Research Administrative Assistant to be the key point of contact to assist the Director of the Doctoral School, Research and Knowledge Exchange (KE) Services and the Associate Dean for Research and KE. The role provides a blend of autonomy and collaboration, contributing to the advancement of academic excellence. Responsibilities would include signposting to other University departments, managing student reviews, supporting student travel requests, capturing and analysing data, organising and



collaborating with other teams on events - including PhD welcome weeks, assisting with communications, signposting to resources, helping with visitor logistics and helping to maintain the smooth running of Moretown as the University's current research centre. This role is required to undertake first aid and fire warden training and duties.

The successful candidate will work closely with academics, students, and professional services such as finance, HR, research services, facilities, IT, and student support, as well as Northeastern University colleagues located in the US. The position requires strong communication and organisational skills to coordinate with stakeholders, ensuring effective dissemination of information and fostering a collaborative research environment. An ability to learn and implement new administrative processes will be essential as we continue to enhance efficiency and effectiveness within our research initiatives. The position would suit an individual who is both self-sufficient and can work collaboratively. This is a fantastic opportunity for someone looking to make a meaningful impact in a vibrant academic setting, with ample opportunities for professional growth and development.

Due to the nature of the role, hybrid working will not be an option for this position.

About Northeastern London

NU London is the European campus of Northeastern University and the UK's newest University. Northeastern University is a large, top-tier, research intensive (annual grant income \$200m+), Boston-based institution, with campuses across North America and London. NU London's campus is situated in St Katharine Docks, on the banks of the river Thames, next to Tower Bridge, and comprises three faculties in the disciplines of humanities, social science and computing, maths, engineering, and natural sciences. Founded in 2012 as 'New College of the Humanities', NU London has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, with taught degree awarding powers granted in February 2020. The University currently has in the region of 180 faculty (50 of which are research focussed) and a growing body of postgraduate (PhD) students.

NU London boasts two research institutes: Network Science and Experiential AI, and seven research clusters: AI, information, and ethics; Cities; Globalisation; Digital Governance; Higher Education; Social Dynamics and Digital Humanities.

Qualifications

- Bachelor's degree (desirable)

Key Criteria

- Experience of working with students and/or researchers in higher education (desirable)
- Knowledge of postgraduate research in the UK (desirable)
- Experience of organising events (desirable)
- Ability to problem solve and work autonomously (essential)
- Excellent interpersonal and communication skills, both written and oral (essential)
- Excellent time-management and organisational skills (essential)
- Excellent active listening skills (essential)
- Ability to use a variety of IT systems, such as MS Office (including Excel) and Google Workspace (essential)
- Able to work collaboratively and effectively in a team environment (essential)

Application Process

Applications should be made via this [link](#) by 23:59 on Sunday **2nd June 2024**. Please reference your application '**RAA0524**'.

Please ensure that your application includes a CV and a covering letter. Applicants should address the selection criteria and indicate how their background and expertise align with the job role. You may use bullet points if you wish.

Candidates are welcome to make informal enquiries. Please email alice.caryer@nulondon.ac.uk.

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 not eligible for Skilled Worker Visa sponsorship.