Job Description: Academic Affairs Coordinator

This is a full-time, permanent post reporting to the Assistant Director for Academic Affairs. The Coordinator ensures the efficient delivery of the NYU in London academic programme and works closely with faculty and staff to coordinate academic class preparation and administration. The Coordinator is the first point of contact for any academic student enquires.

Principal Duties and Responsibilities:

- Providing advice and guidance to students and faculty about academic policies and procedures
- Coordinating the administration of registration and grading each semester
- Assist the Assistant Director with data input related to classes, grading, student schedules, etc. on NYU databases and reporting systems
- Coordinating academic related information on the NYUL web site, NYUL syllabus template, and any NYUL Academic office publications/correspondence.
- Helping to ensure the appropriate maintenance of academic records with reference to FERPA and data protection requirements
- Assisting with the maintenance of records of grades, attendance, class offerings, etc. according to correct procedures
- Collecting agenda items, taking minutes, room preparation/catering, and general organisation for faculty meetings
- Coordinating Writing Tutor and EAP Tutors support for students
- Supporting the academic-focused visits for visiting staff and faculty from NYU campuses and other global sites
- Contributing to the strategic development of the programme
- Other supporting requirements as assigned

Class and faculty support:

- First point of contact for academic-related faculty enquires in person or by email
- Text book ordering, arranging coursepacks, and coordination of the student book sale
- Coordination of the NYUL library collection and arranging external library memberships for classes, as required; liaising with the Global Services Librarian(s) in NY
- Managing and providing administrative support for the NYUL-SOAS programme
• Coordinate information to faculty, including class lists, final registers, grade sheets, exam books, etc.
• Organisation of syllabi collection and administration for all classes
• Assist faculty with scheduling make-up class sessions
• Support new faculty recruitment and the induction of new faculty
• Manage faculty NetIDs, liaise with NYUL technology services, and NYU IT
• Support faculty training with NYU Classes and introduce initiatives to expand the use of NYU Classes

Student interfacing duties:

• First point of contact for academic-related student enquiries in person or by email
• Supervision and administration of the student workers
• Coordinating all academic accommodation for students and liaising with the Moses Center. Includes scheduling extended exam sessions, arranging note-taking, organizing invigilation, acting as an invigilator, and making arrangements for students with academic accommodations as needed

Requirements for this post:

• A first degree and some relevant work experience
• Strong organisational and interpersonal skills
• Excellent IT skills with good knowledge of Microsoft Office suite
• Be willing to work on his/her own initiative with little supervision
• Be enthusiastic, pro-active and committed, and enjoy working in a small team
• Candidates must have the unrestricted right to work and live in the UK prior to appointment

Preferences for this post:

• Experience working in a higher education context

Salary and benefits:

• Salary between £28,000 and £31,000 per annum, depending on experience and qualifications
• 28 days of annual leave
• USS pension scheme
• Private medical insurance
Application Procedure

Applications should be made in writing with a complete Curriculum Vitae and a covering letter, including details of current or most recent salary, highlighting relevant experience with particular reference to the post’s requirements and essential skills.

Applications should be sent to:

Dr. Amy Rowe  
Assistant Director for Academic Affairs  
NYU London  
6 Bedford Square  
London WC1B 3RA

Alternatively, applications can be emailed to aer9@nyu.edu. If sending your application by email, please include your Curriculum Vitae and covering letter as attachments.

Closing date for applicants is Monday 25 April 2016, 5pm.

NYUL expects to hold interviews during the first week in May. Candidates who have not heard from NYUL by that time should assume their application has been unsuccessful.

It is hoped that the successful candidate will be able to start the post as soon as possible.

The successful candidate should have the right to live and work in the UK prior to appointment.