Job Description: 
Assistant Director for Academic Affairs

This is a full-time position reporting to the Site Director and coordinating with the Associate Director for resources and planning. The post-holder takes a full role in, and manages, Academic Affairs of the site. The responsibilities include oversight of, and cooperation with, the faculty; students’ courses and research; and working in collaboration with other members of the site staff as appropriate. A key focus of the position is to ensure the effective delivery of high quality academic programmes that meet NYU strategic goals and have established NYU as a global leader in international higher education. The position is also responsible for promoting the academic profile of NYU London and the broader community. Liaising with appropriate key staff at the Office for Global Programs, the Assistant Director for Academic Affairs is a member of the NYUL Senior Management team.

Principal Duties and Responsibilities:

General
- Collaborate with the Site Director, colleagues at the schools of NYU and the Office of Global programs to plan, create, review and implement academic policies and procedures
- Liaise with the Director, NYU departments and Global Office, assist in curriculum development at the site, including the creation of new classes, course approvals and amendments to existing offerings
- Assist the Associate Director with budget, space and resource planning for the successful delivery of the academic programmes and related activities
- Manage the administration of the Academic Affairs department, coordinating the department's annual performance review, training needs and professional development opportunities
- Assist the Site Director in liaising with other higher education providers for strategic partnerships
- Other duties as assigned by the Site Director

Registration and Student Academic Support
- Assist students with academic related questions
- Assist students with academic orientation to NYU London and reintegration to NYU New York
- Advise students on academic pathways to and from NYU New York and portal campuses
- Manage the registration process for students: coordinating advisement, processing enrolment, and assisting students returning to NYU New York
- Assist other NYU and visiting students with registration for classes at the site and with their registration in preparation for their return to NYU New York
● Assist all students with the processes for Drop/Add, Pass/Fail, and Withdraw and monitor student progressions
● Assist in providing general support to students over class issues and complaints
● Make the necessary arrangements for students requiring academic accommodations such as extra time in exams, note-takers, audio textbooks, etc.
● Assist in the general provision of academic support to students with disabilities at the site
● Monitor excused absences (non-medical) for students
● Help to resolve issues of student academic conduct including class behaviour, attendance problems, etc.
● Manage the Academic Disciplinary process for students

Class and Faculty Support
● Assist with the creation, oversight and review of syllabi
● Responsibility for the timetabling process
● Assist with the creation of new class offerings, changes to existing offerings and course approvals
● In liaison with the Director, help and advise in the process of teaching faculty recruitment
● Organise the orientation of new faculty
● Oversee the organisation of faculty meetings
● Provide support and advice to faculty, particularly in matters related to course material acquisition, implementation of learning management information systems including NYU Classes (the NYU online learning environment), and contractual obligations
● Maintain regular contact with Global Coordinators at NYU NY, as well as Global Liaisons at the New York campus and Shanghai and Abu Dhabi portal campuses.
● Work with Site Specific Advisory Committee as needed.

Grades and Record-Keeping
● Manage the process of grading at the site, including the timely submission of grades, grade change information, and monitoring of grading standards
● Oversee the on-site process for grade complaints, challenges and appeals
● Ensure the appropriate maintenance of academic records with reference to FERPA (US law related to student information privacy) and data protection requirements (UK and US)
● Maintain records for students of grades, attendance, class offerings, etc. according to correct procedures
● Administer and review class and program evaluations
● Collate accurate class attendance records
Other Academic Activities

- Plan, deliver and review academic orientation each semester
- Create and implement academic policy in collaboration with appropriate personnel, in such areas as plagiarism, absenteeism in the classroom, academic probation, etc.
- Develop programming that ties specifically into academic goals
- Assist in developing academic programs in collaboration with faculty
- Oversee the planning, coordination and implementation of co-curricular visits
- Oversee the coordination of Public Programming events (such as lectures and faculty book launches)
- In addition to providing academic support for successful delivery of the Fall and Spring semesters, assist with the planning, staffing and delivery of January and summer term programs, as appropriate
- Assist in the collaboration with NYU New York library staff and to provide electronic access to academic and class-related resources, as well as the purchasing of academic resources
- Establish and maintain successful partnerships with partner libraries for NYUL student access
- Manage the processes to ensure successful implementation of the NYUL-SOAS programme, including assistance with the co-ordination and development of the programme
- In conjunction with the Global Academic Affairs team, review and update website information, registrar’s information, NYU Classes information and NYU publications, etc. in order to maintain accurate information relating to site academics
- Assist the Associate Director with the preparation of the annual monitoring report to the QAA
- Help coordinate and communicate external academic opportunities to students, including undergraduate research
- Handle day to day enquiries relating to academic matters from students, parents, external organizations, faculty, site and NYU New York staff
- Coordinate academic related visits to the site
- Assist with the review and updates of the site’s faculty and student handbooks
- Administer, monitor and review the local implementation of the NYU online Learning Management System
- Conduct annual reviews of the academic programs at NYU London, including benchmarking with other Global Sites, and contribute to the implementation of continuous quality improvement of education and student research activities at the site
- Assist with implementing and monitoring the site internship programme in liaison with the NYU Global Office and in partnership with outside organisations
This position works directly with students, their faculty, administrators at the London site, as well as advisors and other staff in New York or the portal campuses. There are presently about 500 students a semester in London.

Job Requirements:
- Graduate status, Masters degree desirable, PhD in a relevant field strongly preferred
- Minimum 3 years of experience as an academic in a higher education institution
- High level of familiarity with the US educational system - either due to teaching experience in the US or studying in the US - is a plus
- Evidence of high quality teaching, administrative skills, curriculum development, leadership, and research activity appropriate to level
- Good knowledge of academic policies and procedures, especially those common in the US educational system
- Familiar with US higher education and culture
- Comfortable with a large international body of students, and enthused by diversity
- The successful candidate should have the right to live and work in the UK prior to appointment

Skills & Preferences:
- Experience as, or demonstrated capacity to be an effective, strategic leader
- Proactive with exceptional problem solving skills
- Self-motivated and with a high level of initiative
- Energetic and results oriented
- Collaborative team member
- Flexible and patient (adaptable in a fast changing environment)
- Excellent intercultural and interpersonal communications skills
- Familiar with US culture

Salary and benefits:
- Salary between £50,000 and £53,000 per annum, depending on experience and qualifications
- 28 days annual leave
- USS pension scheme
- Private medical insurance
How to Apply

Applications should be made by completing the form and adding the relevant attachments on the NYU Careers site: [www.nyucareers.com/applicants/Central?quickFind=60187](http://www.nyucareers.com/applicants/Central?quickFind=60187)

Closing date for applicants is **Monday 8 June, 5pm**. It is planned to hold interviews during week beginning 8 June. 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 in time for the start of Fall semester, which begins on 1st September.