Job Description: Liberal Studies Coordinator, NYU London

NYU London seeks a full-time, permanent staff member to serve as liaison to the Liberal Studies program. The successful candidate, appointed in London and reporting to the Assistant Director for Academic Affairs of NYU London, in consultation with the Dean of Liberal Studies NYU, will divide his or her time between intensive student advising, collaborating with local staff, mentoring local faculty, and coordinating academic and co-curricular events, and will deliver some teaching of the LS core program classes. He or she will also facilitate effective communication between London and New York staff and faculty.

Liberal Studies houses the Core Program, a two-year core curriculum whose students may complete their degrees in any of NYU’s liberal arts programs, and the BA in Global Liberal Studies, which is establishing itself among NYU’s range of premier liberal arts degrees. Unique among undergraduate programs, Liberal Studies encourages first-year students to spend their first academic year at one of three freshman entry sites — London, Florence, or Paris — where they complete the first six courses of the required, interdisciplinary Great Works core curriculum, in addition to elective coursework. The LS in London program typically enrolls 100 freshmen each year, all of whom are in residence. More details of the program can be seen at http://www.nyu.edu/global/global-academic-centers/london.html

This new, permanent position is part of an ongoing university initiative to realize the vision of the Global Network University, a multi-site, organically connected global academic community spanning six continents comprising a dozen academic centers and three portal campuses. As a key member of NYUL with special responsibility for the freshman program, the Coordinator will facilitate connections between the New York portal campus and the London academic center for faculty and students, facilitate student integration into the network through curricular and co-curricular initiatives, and design and implement professional development opportunities for local faculty.

Principal Duties and Responsibilities: The successful candidate will support the academic mission of Liberal Studies, Global Programs, and NYU London, as well as the mission of the Global Network University at large. Specifically:

Teaching:

- Normally, teach 2 classes in the Core Program in the fall semester and 3 courses in the spring semester.
  - Social Foundations focuses on texts from across the globe that evoke enduring questions—such as how human beings relate to each other individually, to their physical environment, to their community, to their polity, and to the divine.
  - The Cultural Foundations sequence investigates literary, musical, visual, and performing arts from prehistory to modernity, treating the works of cultures from around the globe as texts in their own right, as contexts for each other, and as ways of understanding the civilizations in which they were produced.
The **Writing** sequence advances the global emphasis of Liberal Studies by drawing texts (broadly construed) from throughout the English-speaking world and, in translation, beyond it; in the classroom, instructors deal with the attendant issues of geography, political and social difference, and translation.

**Student-related activities:**

- Advise students, working in collaboration with administrative colleagues in London and New York.
- Work closely with New York and London staff to communicate with new students during the summer prior to their matriculation.

**Program-related activities:**

- Working with NYU London staff, design and implement co-curricular activities for the freshman cohort at NYU London, as well as events and other program-related activities.
- Assist in planning and implementing transition activities for first-year students, including late-August Orientation and preparation for return to New York.

**Faculty-related activities:**

- Participate in on-going assessment of the program and coordination of faculty development for instructors of freshman courses.

**Other:**

- Serve as a liaison among NYU London, the Office of Global Programs and Liberal Studies in New York, especially to ensure that academic initiatives, principles, and concerns are communicated effectively across sites.
- Fulfill other appropriate duties as assigned.

**Requirements for this post:**

- A Ph.D. in an appropriate field or other appropriate terminal degree must be in hand by the date of appointment
- A minimum *three* years of university-level teaching experience and demonstrated excellence in teaching
- Understanding and empathy with needs and expectations of international students
- Knowledge of the American Higher Education system
- Team player with excellent interpersonal skills
- Strong organisational ability
- Computer literate with good knowledge of Microsoft Office suite
- Excellent written & oral skills, with experience of addressing public audiences
• Candidates should have the right to live and work in the UK

Preferences for this post:

• Prior experience mentoring faculty, as well as experience in coordinating or overseeing administrative projects in a university setting is desirable
• Experience of teaching in a liberal studies or general education, preferably with a global emphasis
• Demonstrated familiarity with the U.S. high school and university systems and pedagogical approaches, as well as experience teaching U.S. students, especially in introductory coursework with a pedagogic emphasis on discussion-based and experiential learning
• Publications or other evidence of outstanding scholarship, creative work, or relevant professional activity

Salary and benefits:

• Salary between £35,000 and £37,500 per annum, depending on experience and qualifications
• 28 days annual leave
• USS pension scheme
• Private medical insurance

How to Apply

Please submit a complete CV, a covering letter to highlight your experience and suitability for this post, and details of two referees. Completed applications can be posted to:

Karin Bonello
NYU London
6 Bedford Square
London WC1B 3RA

Alternatively, applications can be emailed to karin.bonello@nyu.ac.uk

CLOSING DATE FOR APPLICATIONS IS FRIDAY 24 MAY.

NYUL plans to hold interviews on 20 & 21 June. Candidates who have not heard from NYUL by that time should assume their application has been unsuccessful.