

NYU in London is currently recruiting for a **Facilities Coordinator**

Job information & salary data

This is a full-time position reporting to the Facilities Manager. The post holder will share responsibility for ensuring that NYUL's Academic Centre and student residences offer a safe, well-managed and compliant living and working environment. Under direction of the Facilities Manager, Facilities Coordinator will communicate with residents, staff and contractors to coordinate and schedule facilities related works and ensure efficient resolution. They will review daily, weekly and monthly work order reports to identify and coordinate work requests, keep all parties informed on progress of emergency and planned work, and be capable of overseeing and undertaking repairs and maintenance within NYUL's buildings.

Salary and benefits

- £31,210.00 per annum
- 28 days annual leave
- USS pension scheme
- Private medical insurance

For full details including job description, duties, and application procedure, please click [here](#).

About NYU in London

NYU in London, an affiliate of New York University, aims to create a study abroad programme of exceptional quality for its students, offering around 500 undergraduate and postgraduate students per semester (including approximately 75 freshmen students) from the USA the opportunity to spend one semester or more living in London whilst studying for NYU accredited courses.

NYU is committed to being a welcoming campus community that reflects and enacts the values of inclusion, diversity, belonging, and equity that inform academic excellence. We seek candidates who will not only enhance our commitment to these values, but whose experience, competencies, skills, and community engagement efforts contribute to diverse, equitable, inclusive learning and working environments for our students, staff, and faculty.

The closing date for applications is **Sunday 20th February 2022 (11:59pm GMT)**.

NYUL plans to hold interviews the week of Monday 28th February 2022, likely via Zoom. Candidates should advise of any reasonable adjustments needed to participate in the application and interview processes. Candidates who have not heard from NYUL by that time should assume their application has been unsuccessful.

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

NYU London is an equal opportunity employer committed to equity, diversity, and social inclusion. We strongly encourage applications from under-represented individuals in the profession, across colour, creed, race, ethnic and national origin, physical ability, and gender and sexual identity. NYU London affirms the value of differing perspectives on the world as we strive to build the strongest possible university with the widest reach.