IT & Communications Coordinator

Job Description

POSITION OVERVIEW

Location   :   Bloomsbury, London

Term   :   Full-time; permanent

Salary   :   £27,000 to £31,000

Start   :   May 2019, if not a date earlier

Benefits   :   Generous benefits package including 25 days holiday allowance (excl.

Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)

The IT & Communications Coordinator will provide a wide range of support to staff and students at the New College of the Humanities. Working closely with the teams, this position will ensure that all communication on the College's platforms are up-to-date and accurate.

Responsibilities can include timetabling creation and maintenance, including rooms and facilities, VLE (Blackboard) administration, general IT support to staff and students, and a central role in communications within the Program.

DUTIES AND RESPONSIBILITIES

- Manage the Northeastern University timetables, which includes the allocation of teaching space, careful planning of the teaching timetables, and ensuring AV/IT facilities within teaching space is provided as required.
- Manage student attendance, which includes collecting registers from faculty, creating regular attendance reports and analysis of attendance data, ensuring compliance with the attendance policy, and keeping staff apprised of absences.

- Provide oversight of the College's VLE (Blackboard). This includes creating course/programme pages, providing technical support to faculty, and setting up and maintaining assessment functions within Blackboard.
- Provide general IT and administrative support to staff, such as converting PDF's, populating databases for enrollment or grading, and formatting of documentation etc. This includes providing technical support to staff and students where required.
- Provide clear, timely, and accurate communications to students, staff, faculty and partner institution through the use of social media, email newsletters and other media opportunities. This includes changes to timetables, announcements of updates or reminder regarding academic, student co-curricular activities, housing, etc.

PREFERRED EXPERIENCE

- Experience of content creation and drafting of communications to various audiences
- Strong interpersonal and intercultural communication skills as well as a positive attitude
- A technically minded person with strong computer skills, experience of VLE administration (Blackboard preferably), timetabling or complex scheduling.
- Experience in a support role within a University or academic setting
- Experience with U.S. student demographic is preferable
- Bachelor's degree required

Application Process

Applications should be made via **this link** by midnight, 31st March 2019. Please reference your application "NUIT0319". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role, applications will be reviewed on receipt and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance

with the Immigration, Asylum and Nationality Act 2006. We are not able to provide Tier 2 Sponsorship for this role.