



Director of Undergraduate Studies

POSITION OVERVIEW

Location	London
Term	Full-time; Permanent
Salary	Up to £55,000 per annum (depending on experience)
Benefits	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	January 2022

The role

Reporting to the Associate Dean of Teaching and Learning, and with appropriate delegation, the Director of Undergraduate Studies is responsible for overseeing and implementing programme arrangements to deliver an outstanding undergraduate education.

Providing imaginative and collaborative direction and communications, the role holder will:

- Collaborate to uphold the College's mission as a world centre of education, with a special remit to foster inclusive and experiential educational initiatives
- Take a leading role in the development, monitoring, and enhancement, of the (non-EDGE) undergraduate curriculum in response to feedback, outcomes, and College, cross-network, and national and international strategy and best practices
- Develop and oversee the running of the (non-EDGE) undergraduate portfolio, including providing support and assistance for colleagues in developing and approving new elements and pathways

DIRECTOR OF UNDERGRADUATE STUDIES JOB DESCRIPTION

- Provide guidance, frameworks, and templates for the Major and Minor academic subject leads, so as to define and coordinate their contributions to the undergraduate programme portfolio
- Participate in academic recruitment, where relevant, and provide supportive and constructive line management to potential new hires in the area, as the College expands
- Ensure that new programme elements or pathways (including mobility pathways, in collaboration with the Associate Dean for Student Mobility) are consistent with College strategies, policies and procedures and relevant cross-network, national, and international frameworks and requirements for any relevant Professional, Regulatory, or Statutory Bodies
- Take a leading role in the development of guidance, templates, and workshops to promote the above
- Participate in relevant College committees, and chair regular undergraduate programmes committees, as appropriate
- Authorize substitutions for requirements for the major and minor as relevant
- Contribute to plans for orientations, ceremonies, and other programme-related events and opportunities as appropriate
- Provide input to College budgeting and planning processes (in relation to teaching and facilities needs, for example)
- Maintain positive, regular, communications with students and staff in relation to the above, promoting and supporting effective communications in all aspects of the work of the institution
- Participate in teaching and scholarship activities (envisaged 20% initially, to be reviewed after 1 year) commensurate with the role
- Uphold and promote equality, diversity, and inclusion across all aspects of the role
- Other activities commensurate with the role.

We particularly encourage applications from those with an interest in innovative teaching, learning and assessment; those with experience of supporting a wide variety of students; and those belonging to groups underrepresented in UK higher education. We are open to appointing on a reduced fraction/job-share basis subject to our business needs.

About the College

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. We offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, with on-the-ground delivery, as well as a range of innovative online and work-related learning degrees. We have recently added new disciplines (e.g. data science, psychology) and the College is undergoing an exciting period of growth, having become part of Northeastern University's global network in early 2019.

A guiding reference point for the College is [Northeastern University's Academic Plan](#).

Additional Information

Enquiries

Informal enquiries may be made to Naomi Goulder (naomi.goulder@nchlondon.ac.uk). However, all applications must be made in accordance with the application process specified.

Application Process

Applications should be made via [this link](#) by 20:00 on **21 December 2021**. Please reference your application "DGS1221".

Please ensure that your application includes a CV and [dossier](#) (alternatively, an equivalent cover letter) that sets out concisely and in ways relevant to this role: (a) your achievements and challenges in the last 12-months, and in your career to-date, in education; (b) what your priorities would be in performing the advertised role; (c) what your objectives are for your future career; (d) a statement of your approach to education. You may use bullet points if you wish. You can consult our academic job description [here](#).

Participation in the equal opportunities section is encouraged, but voluntary. Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. We can provide Tier 2/Skilled Worker Sponsorship for this role.

Person Specification Criteria

- PhD and/or appropriate qualifications
- Experience of learning, teaching, pedagogy and scholarship in higher education

DIRECTOR OF UNDERGRADUATE STUDIES JOB DESCRIPTION

- Experience in academic leadership or management in higher education
- Experience of nurturing relationships with key stakeholders, including partner university
- Experience of successfully coordinating a diverse team
- Evidence of excellent communication and interpersonal skills
- Excellent IT skills and evidence of supporting the integration of technologies into learning, teaching and scholarship
- Experience of designing effective academic provision and delivering integrated curricula and assessment
- The ability to engage effectively with academic and wider professional communities and the willingness to participate in engagement activities which develop the reputation of the relevant programmes within the sector
- Experience of active contribution to academic administration including an understanding of the regulations, guidelines and/or codes of practice which relate to the role, and the implications of non-compliance
- Proven ability to foster and embed a strong student-focused culture in a programme
- Comfortable with ambiguity and contexts of change (experience with contexts of institutional transition preferred)
- Collaborative; constructive; a strong communicator
- Flexible and pragmatic, but with an eye for detail
- Ready to take ownership and initiative
- Knowledge of managing budgets