



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

WINSTON HOUSE

3 BEDFORD SQUARE
LONDON WC1B 3RA

T 0207-631-1545
winstonhouse.unc.edu
winstonhouse@unc.edu

Program Coordinator

The Carolina Trust is looking for a terrific new staff member to work with programs affiliated with the University of North Carolina in London to fill a vacancy on our team in Bedford Square. Please find further details about the post below.

Overview:

Winston House, the College of Arts and Sciences European Study Centre in London serves as a hub for the University of North Carolina-Chapel Hill's study abroad programs and research initiatives across Europe. The Winston House Program Coordinator will work under the supervision of the Director of Winston House and the Honors Carolina Director of Global Education and Fellowships to fulfill the responsibilities listed below.

Primary duties:

- * Provides administrative support to the faculty, students, alumni, and visitors of Winston House.
- * Forward planning of program management to ensure tight timescales are met for coordinating activities and bookings as they relate to student study abroad programming at Winston House across three academic terms: attending out of hours field trips, overnight trips and evening events, as necessary to business requirements.
- * Maintain accurate financial records for program expenses and ensure that all programs are delivered to budget; liaise with the program faculty director and Director of Winston House to ensure allocated funds are spent responsibly in support of program needs.
- * Support the Director of Winston House in forecasting budgetary requirements with finance teams in London and the US through providing accurate records for decision-making purposes.
- * Regular management of student records as they relate to academic progression at home campus and the Study Centre's compliance regime for Student Route visa-holder students including, but not limited to, retaining scans of passports and visas, academic work as symbol of contact point, attendance tracking, compiling internship placement information and tracking hours via the University's E-learning systems, and maintaining accurate student contact details whilst adhering to data protection policies in relation to personal student information.
- * Provide an empathetic, courteous and tactful service to students regarding academic and immigration matters, welfare-related issues and/or professional manners, including referrals to specialists and senior management where necessary.
- * To support the University's efforts to improve its relationship with London and European-based alumni in support of its fundraising and internship development mission.
- * Continue building positive and constructive relations with alumni through further communication and alumni functions. Encouraging alumni involvement in study abroad programs and internship placements.
- * To support the Director of Winston House by assisting in the development of marketing and recruitment materials designed to promote Winston House as the university's educational and cultural home in London.
- * To assist in the organization of alumni events, conferences, and meetings in support of the University's aims in London.
- * Maintain an on-call presence in conjunction with Director of Winston House and respond to emergency calls/messages using the Winston House Emergency Action Plan as guidance.
- * Deputize for the Director of Winston House when they are away.

Essential Qualifications:

- * Must hold undergraduate degree qualification from an accredited university



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- * Understanding of American university practices
- * Experience in a customer-facing Higher Education or commercial environment
- * Experience of working with students/young people
- * Actionable awareness of cultural adjustment, identity, equitable access and inclusion practices and resources
- * Well-organized, responsible and reliable
- * Experience maintaining student records in a discreet and professional manner
- * Budgetary management experience
- * Able to act on own initiative as well as work as part of a team
- * Good judgment and excellent problem-solving skills
- * Excellent communication, presentation and interpersonal skills
- * Experience in planning and carrying out successful events
- * Proficiency in Microsoft Office suite and social media for business
- * Excellent interpersonal skills in dealing with a diverse range of individuals

Desired Qualifications:

- * Practical working knowledge of UKVI Student Route (formerly Tier 4) visa regulations as they pertain to US Study Abroad programs
- * Experience of living/working outside the UK
- * A desire to advance the University's presence in London and abroad
- * An interest in a career in international education, student affairs, program management

Hours: 08:30-17:30 Monday to Friday (with one hour for lunch) with occasional late evening and weekend work, as agreed in advance.

Starting date: as soon as possible.

Salary: £29,000.

Benefits: Zones 1 & 2 TFL travelcard. Up to 20 hours paid overtime per quarter.

Please forward a copy of your resume and a cover letter detailing your interest and qualifications for the role to ncollins@unc.edu. All applications should be addressed for the attention of Nick Collins. Applications will be reviewed on a rolling basis, from Monday 15 April 2024. Position will be open until filled.

Unfortunately, the organization is unable to sponsor Skilled Worker (formerly Tier 2) visas for this position. As a UKVI sponsoring organization, it is expected that the successful candidate will be able to demonstrate their right to work in the UK.

Good luck and hope to hear from you soon!