

**BOSTON
UNIVERSITY**

Boston University Global Programs
Study Abroad | London

**Appointment of
Director Boston University London
Programmes**

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An Introduction from Willis G. Wang

It is my great pleasure to welcome applications for the role of Director, BU London Programmes.

Boston University has been in London for more than forty years, and tens of thousands of students have benefited from an experience in the city over that time.

We seek a dynamic, experienced leader to oversee a complex, fast-paced operation, but also a director who is flexible and forward-thinking as we continue to re-imagine how BU's London Programmes can contribute to the wider University.

Boston University has a strong commitment both to academic excellence and to complementary experiential education; BU London is central to both parts of this mission.

We are committed to our London presence for the long term, and look forward to bringing a new leader on board.

Willis G. Wang

Vice President and Associate Provost for Global Programs



About

Study Abroad, a division of Boston University Global Programs, is responsible for developing and providing opportunities for undergraduate study around the world, in close collaboration with BU's academic units. BU Study Abroad offers students from Boston University and over 100 other colleges and universities nationwide 200+ programs in 30+ cities and 20+ countries.

We've been there since the beginning

Boston University was one of the first universities in the United States to send students abroad, and the first university to offer study abroad internship opportunities on several continents.

Mission Statement

The mission of Boston University Study Abroad is to offer excellent, innovative, and diverse cross-cultural learning experiences for all students. Our study abroad programs cultivate the intellectual, professional, and personal qualities necessary for success in an increasingly interconnected world.



Position Summary

The Director oversees all aspects of the Boston University Study Abroad (BUSA) London site, a component of Boston University Global Programs (GP). This includes hiring and supervising London-based staff and faculty, budget planning and management, all aspects of student programming (curriculum, academic internships, excursions and other cultural activities, student life, etc.), overseeing site facilities and operations, health and safety issues and emergencies, legal compliance including immigration regulations, and maintenance of relationships with institutions and organizations in London directly related to program operations.

In addition, and working in close collaboration with Global Programs leadership and other BU colleagues, the Director will also support as appropriate the University's effort to build its global engagement. This may include a variety of efforts to advance the profile of Boston

University in the UK by facilitating collaborations with organizations and academic institutions, assisting BU faculty and staff in the UK, and supporting the planning of strategic BU events in the UK. The Director will serve as a member of the London Executive Committee, partnering with colleagues in London and Boston to ensure effective collaboration and communication.

This position is based full-time in London, UK, and appropriate permit/authorization to work in the U.K. is required for consideration. The director is an employee of BU London, with a benefits package appropriate to the UK.

Key Responsibilities/Essential Job Functions:

Operations (20%)

- Oversee building operations and facilities for student dormitories with 390+ beds, classrooms, and offices including forecasting of future maintenance needs, in partnership with the Senior Associate Director, Student Support & Operations and the Assistant Director, Facilities Management & Operations;
- Ensure compliance with local laws as they pertain to all aspects of operating in the UK as a foreign institution, including program registration, employee taxation, immigration regulations, property regulations, data protection, and any other legal policies and procedures as they affect the program; while assessing risks on an ongoing basis;
- Act as the University's local representative, and interface with UK regulators as required;
- Brief VP/AP Global Programs and Executive Director, Study Abroad and other staff, in London and Boston, on changes in local legislation, and major operational issues, as they pertain to the program;

Strategic Planning (15%)

- Serve as a standing member of the London Executive Committee, partnering with colleagues in London and Boston to coordinate and communicate key issues impacting the BU London site;
- Participate in any strategic planning process

and review for the London program; analyze strengths, weaknesses, opportunities, and threats related to the London programs from operational, financial, legal and academic perspectives;

- Update the Executive Director and VP/AP and other colleagues on the work of other study abroad providers operating in London, make recommendations on potential areas of development;
- Participate as appropriate in professional networks such as AASAP/UK;
- Submit a report at the end of each calendar year outlining the highlights and issues of the program as well as areas of development;

Finances (15%)

- Oversee site operating budget, including review and approval of monthly reporting, in collaboration with the Assistant Director, Finance & Administration and with the BU Global Programs finance team;
- Manage site bank accounts, with signatory authority on accounts;
- Act as an officer of the University's UK legal entity, as directed by BUSA/GP;
- Keep BUSA/GP regularly updated on changes in UK economic and financial policies, as they relate to the program;



Key Responsibilities/Essential Job Functions:

Health, Safety, and Security (15%)

- Oversee all aspects of health, safety, and security for the London site, for staff, faculty and students, including facilities, excursions, student and staff wellbeing, and any potential health and safety concerns associated with hosting US university students in the UK;
- Act as first responder in close consultation with the Boston-based Health, Safety & Security team, and promptly brief senior leaders in Global Programs on emergency matters (this includes on-call responsibilities and after-hours coordination and management of emergencies);
- Elevate all issues with a legal/compliance component as appropriate, e.g. Clery Act, Title IX, communicating promptly and effectively to colleagues in Boston;

Personnel (15%)

- Work with BUSA/GP on hiring, retention, and development of all employees, in collaboration with the Associate Director, Human Resources and, for faculty roles, the Deputy Director/Academic Director;
- Supervise staff members of the London program, directly or indirectly, planning and assigning work, maintaining standards, and conducting regular performance assessments;
- Act promptly on HR issues, in collaboration with the Associate Director, HR and Boston-based colleagues;
- Lead a regular team meeting of the London leadership staff to ensure regular, clear communication of priorities and ongoing matters;

Academics/Programs (15%)

- Support the Deputy Director and Academic Director, London, with the process of curriculum delivery and hiring/oversight of faculty;
- Ensure, under the supervision of the Deputy Director/Academic Director, the academic

integrity of the program, including evaluation and assessment processes, and compliance with all academic policies and procedures of Boston University, including through regular reporting to the Boston-based Associate Director, Academic Affairs and the Executive Director Study Abroad;

- Maintain, with the support of EUSA, BU's internship partner, a network of internship providers for BU program students, assist with placement of students, and evaluate placements regularly;
- Work with BUSA Executive Director, the Associate Director, Academic Affairs and the Associate Director of Program Development, and BU faculty on the development of new program initiatives at the London site;
- Keep VP/AP Global Programs and Executive Director, Study Abroad informed of changes in local legislation and other major academic issues as they pertain to the program and higher education in general;

Marketing/Recruitment (5%)

- Contribute to the University's effort in publicizing BU Study Abroad, with specific reference to London programs, and including outreach to non-BU partner schools;
- Act as liaison between Boston University and institutions and organizations in London;
- Foster alumni relations with graduates of the London Program and assist in the efforts of Boston University's Office of Development and Alumni Relations as needed;
- Coordinate as appropriate with the Global Support Communications team;
- Assist other University offices as needed (e.g. BU Admissions);
- Assist with student recruitment as needed.

Candidate Specification

- Master's degree; doctoral degree preferred but not required for qualified applicants;
- 10+ years of professional work experience in higher education and/or international education administration, ideally with some exposure to experiential learning/internships;
- Deep experience leading and developing teams, with an appreciation of the academic environment;
- Exposure to American students studying abroad and a strong understanding of American higher education administrative and academic practices;
- Experience working/living in London strongly desired;
- Excellent managerial, communication and organizational skills in a cross-cultural environment;
- Ability to work cooperatively with senior administrators, faculty, students and staff in the UK and the United States;
- Ability to communicate professionally and clearly in writing and orally;
- Ability to exercise sound judgment and appropriate response in emergency situations, including given the challenges of working across timezones;
- Willingness to travel to the US for meetings and recruitment several times each year, and within the UK for program activities as required.
- Ability to set and monitor priorities to meet deadlines, and with ability to champion innovation and act with urgency in service to Boston University's vision and mission.

Additional information

- Director, BUSA London has contact with all coworkers and interested parties in the London program, including students, alumni, parents, staff, faculty, vendors, distinguished guests, community leaders, internship providers, etc. All interaction with the constituents must be professional and uphold the standards of the Boston University faculty and staff codes of conduct.
- Confidential data: All information (written, verbal, electronic, etc.) that an employee encounters while working at Boston University Study Abroad London is considered confidential. Must adhere to Boston University compliance policy, department guidelines/policies and all applicable laws and regulations at all times.



How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Boston University on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **IBPUA**

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Wednesday 11 September.**

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

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