University of Roehampton London



Service: **Roehampton Abroad, Commercial**

Job title: **Roehampton Abroad Coordinator, Full time**

Grade: **RU05**

Salary: **£32,215 to £36,263 pa inclusive of London Weighting Allowance**

Who we are

Rated a top three modern University in London, we provide an engaging portfolio of apprenticeships, short courses, undergraduate and postgraduate degrees. We also have an excellent research profile and were jointly recognised as the best modern university in the country for research, and the highest-ranked modern university in London in REF2021.

The Role

We are recruiting to the role of Roehampton Abroad Coordinator to join our Roehampton Abroad team. This is an exciting time to join the team as we grow our study abroad and exchange offer and give more students a high-quality international experience, from first enquiry through to their return home.

Key responsibilities will include coordinating the incoming student application process, semester arrivals and orientation; being the first point of contact for both incoming and outgoing students through the shared inbox and regular drop-in office hours; delivering Roehampton Abroad marketing, recruitment and conversion activities, including social media, web content, International Week and the Study Abroad Fair; and keeping student records, transcripts and partner invoicing accurate and up to date.

The successful candidate will have skills and experience in building and managing relationships with a diverse group of stakeholders, including students, academic colleagues and international partner institutions; organising work and delivering several priorities accurately and to tight deadlines. They will also be confident with presenting to students and parents, and have a genuine interest in international education, ideally with experience of living, studying or working abroad

If you have any specific questions on the role, please contact Gina Ralph, gina.ralph@roehampton.ac.uk

disability confident EMPLOYER

The University is committed to promoting diversity and equality of opportunity and aims to create a culture and environment where students and staff are treated fairly. The University is an equal opportunities and 'disability confident' employer.

Staff have access to our highly competitive RoePlus benefits package ranging from sector leading family related leave, discounts at over 200 high street shops and brands, discounted IT hardware and software and a Local Government Pension Scheme.

The closing date for completed applications is: 1st December, 2026

It is expected that interviews will be held in person on 17th December, 2026

You are encouraged to apply promptly, as we reserve the right to close the role and interview before the dates stated above. Visa Sponsorship is not available for this role. Candidates who apply for this role must already hold and be able to maintain their legal right to work in the UK.