

## About Dauphine London

Université Paris Dauphine – PSL is a prestigious French university, offering a wide-range of degrees and programmes in the sphere of the organisational and decision sciences (economics, management, social sciences, law, political sciences, mathematics and computer science). EQUIS accredited since 2009, the University is a leading international higher education establishment and is highly placed in the international academic rankings. Université Paris-Dauphine is a founding member of PSL (Paris Sciences et Lettres Research University), which is 1<sup>st</sup> in the Times Higher Education top French universities 2026. It was 33<sup>rd</sup> in the Shanghai ranking 2024, 24<sup>th</sup> in the QS World University Rankings 2025, 19<sup>th</sup> in the CWUR ranking and 2<sup>nd</sup> in Times Higher Education best young universities. High-level research is undertaken with academics at PSL having been awarded 27 Nobel Prizes and 10 Fields Medals.

The London Campus of Université Paris Dauphine – PSL welcomes each year around 300 students for a variety of undergraduate, postgraduate and executive education programmes. It was registered with the UK Office for Students as an English Higher Education provider in 2022. Students of Université Paris Dauphine – PSL are now eligible for the UK high-potential individuals (HPI) visa for those who have been educated at 37 of the world’s leading universities including PSL.

## Job Description

<b>Job Title:</b>	Quality and Programmes Administrator
<b>Organisation:</b>	Paris Dauphine International
<b>Department:</b>	QPO (Quality and Programmes Office)
<b>Location:</b>	London, Angel
<b>Job Type:</b>	Permanent
<b>Reports to:</b>	Deputy General Manager
<b>Hours:</b>	40

### Job Purpose

Université Paris Dauphine – PSL – London campus, seeks to recruit a Quality and Programmes Administrator from 1<sup>st</sup> September 2026, to contribute to the Quality and Programmes team through the efficient delivery of education programmes and the effective administration of quality assurance processes.

The Quality and Programmes Administrator will support the QPO (Quality and Programmes Office) of Université Paris Dauphine – PSL, London campus, under the supervision of the Deputy General Manager.

### Key responsibilities

- Acting as a key administrator for registration/grades recording etc. software (all systems)
- Welcoming, informing and guiding the public (students, lecturers), managing phone calls and emails, transmitting information and liaising with the various university departments in Paris (International Affairs Department, Examination Centre, Disability Services, Central Registration Office, etc.)
- Managing, monitoring and validating students' educational contracts, enrolling students in courses and groups using the institution's various tools (Apogée)
- Drawing up timetables for specific courses and planning catch-up sessions for these courses
- Preparing student/group lists and distributing them to lecturers
- Preparing of the two semester Examination Boards and the two end-of-year Examination Boards (sessions 1 and 2): import/export of grading scales/entry of grades on Apogée , editing and verification of Examination Board minutes
- Ensuring timely circulation of course information, updates and schedules to both faculty and students.
- Invigilating midterm and final examinations, ensuring compliance with academic regulations and assessment procedures.
- Support of all offsite activities, company visits etc.

It should be noted that the successful candidate will work in a fluid and flexible team and key tasks, priorities and focus may vary.

### Person Specification

Factor	Essential	Desirable
<b>Education / Qualifications</b>		<ul style="list-style-type: none"> <li>• Bachelor's Degree</li> </ul>
<b>Skills / Knowledge</b>	<ul style="list-style-type: none"> <li>• Fluent French speaker, both verbal and written (minimum level B2+ required)</li> <li>• Excellent command of English, both written and spoken (minimum level B2+ required)</li> <li>• Skilled in using IT programmes and systems, with strong IT skills, including proficiency in the Microsoft Office suite (Word, Excel, PowerPoint)</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience within an educational setting</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to quickly learn and use specific administrative software related to timetabling, grading, and invoicing (training will be provided)</li> <li>• Well-organised, with the ability to manage multiple tasks and meet deadlines efficiently</li> </ul>	
<b>General Attributes</b>	<ul style="list-style-type: none"> <li>• Positive and proactive attitude, with a strong sense of teamwork and service</li> <li>• Effective communication and interpersonal skills</li> <li>• Flexible and open to change</li> <li>• Proactive and positive attitude, culturally flexible and comfortable with an international team</li> <li>• A genuine team player who is comfortable</li> <li>• Enthusiasm and a clear sense of purpose in supporting the organisation and ensuring the successful operation of the Quality and Programmes Team within a higher education environment</li> <li>• Commitment to equality, diversity, safeguarding and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly, easy-going personality</li> <li>• Sociable and enjoys working as part of a team</li> </ul>

**Key benefits:**

- 40 holiday days + bank holidays pro-rata
- Attractive pension plan
- Continuous Professional Development opportunities
- A meaningful job in the London boutique campus of a prestigious French University

**How to apply**

For further information and/or to apply to the position, please email your CV and cover letter to Julija Jeremic, Deputy Manager at [julija.jeremic@dauphine.psl.eu](mailto:julija.jeremic@dauphine.psl.eu).

Applications are reviewed on a rolling basis, and an appointment may be made before this advert expires.

**Application deadline:** 30<sup>th</sup> June 2026