

The Red Cross Nordic, United World College (UWC RCN) is part of a global educational movement which was founded in the 1960s; it has volunteers and employees working in more than 150 countries. The mission of UWC is "to make education a force to unite people, nations and cultures for peace and a sustainable future". UWC RCN was founded in Fjaler, in Vestland in 1995 on land bequeathed to the Red Cross, and works closely with the neighbouring Red Cross Rehabilitation Centre. The college will soon celebrate its 30th anniversary. The staff of UWC RCN and its subsidiary UWC Connect support the education of 200 residential students and almost 3000 visitors, making a very diverse community.

Head of Admissions (cover) - Temporary Part Time Position - 50 %

UWC Red Cross Nordic is seeking an organised, motivated professional to fill a temporary 50 % position as Head of Admissions from September 15th 2025 to March 15th 2026.

This is a significant role at the college, involving oversight and management of the admissions process, liaison with internal and external stakeholders and direct work with students.

Responsibilities include:

- The administration of the college admissions process, including the maintenance and operation of Open Apply and all the related forms
- Liaison with college staff to ensure that the system is ready for the admission period
- Oversight of the immigration process for students and organisation of the tasks needed to ensure that immigration paperwork is kept up to date
- Evaluation of applications on a rolling basis, in consultation with other members of college staff
- Close work with the finance department to ensure that decisions about admissions and withdrawal are communicated and made in collaboration
- Work with current students to ensure documentation is provided as needed and to lead the RCN Ambassadors team
- Close contact with external partners, including National Committees and the UWC International Office
- Project work related to the evaluation of college IT systems

Candidate profile:

- Understanding of the UWC movement, the National Committee system and the student profile at UWC Red Cross Nordic
- Ability to use and administer IT systems
- Good communication skills and intercultural competence
- Ability to manage multiple complex tasks independently, to balance workload and to meet deadlines
- Fluency in English (the working language of the college)
- Familiarity with UDI application processes and a working knowledge of Norwegian are desirable

Applications should be sent by email to appointments@uwcrn.no with a CV and a brief letter (no more than two pages) outlining how you meet the candidate profile.

Please note that as this is a temporary, part time position, the college is not able to offer support with immigration or relocation.

The deadline for applications is 24th August.