

Internships and Immigration Manager

The University of Notre Dame (USA) in England (UNDE)

Location: 1-4 Suffolk Street, SW1Y 4HG

Salary range

£35,000-40,000

About UNDE

The University of Notre Dame, a Catholic research university, ranks in the top 20 American colleges and universities. The University of Notre Dame (USA) in England (UNDE) hosts the London Global Gateway, part of Notre Dame's large global network which seeks to advance Notre Dame through international education, research, and engagement worldwide.

About the role

The Internships and Immigration Manager is a core member of the UNDE team who oversees and executes London's thriving and diverse internship and externship programmes, cultivating an exceptional programme for Notre Dame students' experiential learning in the UK.

Working closely with the Senior Director for Academic Initiatives and Partnerships, the successful hire will build on existing partnerships and develop new relationships in order to further enhance opportunities for our students in the UK. As part of this role, the manager will handle visa compliance for those taking part in programmes at the London Global Gateway, as well as serving as a visa consultant for visiting Notre Dame faculty.

This is an exciting opportunity for someone with experience working in student immigration, and/or developing external partnerships in an educational setting.

Essential Duties and Responsibilities

Manage, organise and coordinate all aspects of the London Global Gateway's undergraduate internship and postgraduate Law externship program

- Oversee the provision of all pre-departure advice and information for internship and externship students and potential students, including the preparation of orientation materials
- Manage recruitment of students into the internship and externships programs, including production of materials, presentations and interviews
- Running intern orientation workshops, assessing mid-term student presentations, grading final assignments, organising end of semester student social events

- Liaising regularly with supervisors to ensure intern performance and to address any pastoral concerns
- Coordinating and leading internship-related events and trips
- Research and expand new internship areas and opportunities

Management of visa compliance for UNDE as an Overseas Higher Education Provider

- Annual UKVI licence renewal, student attendance monitoring, ensuring compliance of all student records for UKVI inspection
- Generating CAS numbers and providing dedicated support for student visa applications
- Maintain an effective working relationship with the University's visa compliance consultant in the UK
- Keeping abreast of UKVI changes and ensuring accuracy of guidance documentation, as well as briefing other UNDE staff on changes and updates

Partnership management, and development of further experiential learning opportunities

- Curate relationships with broad portfolio of host organisations including corporates, charities, schools, MPs, law firms and embassies – conducting regular site visits
- Organising annual receptions for host organisations
- Forging new partnerships in order to offer the widest possible choice of internship opportunities to students

Administrative collaboration within the academic support team

- Supporting faculty and colleagues in all aspects of the programme
- Attending, supporting, and promoting student-facing events
- Managing internship programme budget to cover student travel stipends, annual drinks receptions and program trips
- Serve as staff support on student outings and trips related to academics and student enrichment
- Work-related travel where required and permitted

Person Specification

We are looking for someone with a passion for building relationships, for developing new hands-on learning experiences, and for expanding our internship offering.

- Bachelor's degree required
- Legal authorization to work in the UK
- Strong knowledge and experience in UK student visa requirements and compliance
- Excellent attention to detail, with strong writing and editing skills
- Ability to manage multiple priorities and work to deadlines
- Interest/experience in international higher education
- Strong interpersonal and intercultural communication skills, and ability to build strong, collaborative relationships at all levels
- Ability and willingness to work outside of normal office hours when required