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Internship Manager CIEE London Centre

Summary of Position:

The Internship Manager is responsible for the planning and organising of all internship and experiential learning activities in London. The Internship Manager will be responsible for arranging work placements for, primarily, US undergraduate students and for visa compliance. The Manager will be responsible for developing and managing CIEE London's relationship with local companies and organisations. The Manager will report to the CIEE Centre Director and will work with the student life and academic teams to support students studying in London towards a US degree.

Primary Responsibilities:

- Manage internship program placement process
- Source, maintain and expand network of local company partners for internships and related programming
- Manage the visa process for students ensuring that all information is up to date
- Ensure compliance with visa regulations
- Support internship program placement needs, including scheduling and conducting individual participant pre-placement meetings, questionnaires, and company interviews
- Review and assist students with preparing and improving CVs, cover letters and internship program applications
- Prepare, update and distribute pre-departure and professional development materials for internship students
- Coordinate the scheduling of guest speakers and professional development events, including identifying and coordinating guest speakers, company visits, as well as professional excursions related to internship programmes.
- Maintain a database of internship and community partners in Salesforce.
- Accompany internship student participants to company site visits and networking events.
- Lead internship orientation and attend student excursions as needed
- Assist with site visits for university partners
- Support and maintain the highest standards of quality and academic excellence for participants in internship and experiential learning programmes



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- email, and data entry
- Is on the emergency phone rotation, shared with other staff
- Other duties as assigned
- Complete administrative tasks for internship and experiential learning programmes, including spreadsheet maintenance, financial reporting,

Person Specification

- Experience working with internship or work experience students or similar
- Experience working with companies, networking and building relationships
- Interest in working with American and international students
- Knowledge of the US academic system
- Good judgment and the ability to prioritise workflow
- Interest in experiential education and international education
- Strong research skills and close attention to detail
- Excellent communication and customer service skills
- Flexible and able to work as part of a small team
- Ability to work autonomously and in small group situations

CIEE London

CIEE London is situated on the south side of Russell Square in Bloomsbury. Up to 500 students study with us all year round and this number will grow as we return to pre-pandemic student levels. You would join a team of 8 full-time staff and a teaching faculty of around 20 core lecturers. You would report to the Centre Director.

As a global organization, CIEE strives to be a diverse employer and to offer all its employees a welcoming work environment. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background.

Candidates must be able to work in the UK. We cannot provide visa sponsorship

- Please send your covering letter and CV to london@cieee.org by 17 January 2022

CIEE (Council on International Educational Exchange)



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A nonprofit, non-governmental organization, CIEE is the country's oldest and largest nonprofit study abroad and intercultural exchange organization. Since 1947, CIEE has helped thousands of people gain the knowledge and skills necessary to live and work in a globally interdependent and culturally diverse world by offering the most comprehensive, relevant, and valuable exchange programs available. CIEE operates 67 study centers in 45 countries that support more than 286 study abroad programs for 10,000-plus students from 340 U.S. colleges and universities annually. In 2015, CIEE launched its innovative Open Campus model – an affordable, flexible academic programming option that allows students to design their ideal international experience in multiple locations during one semester – at CIEE centres in Berlin, Copenhagen, London, Paris, and Rome. As the largest sponsor for U.S. Department of State J-1 Visa programs, CIEE also helps nearly 40,000 international students participate in U.S.-based exchange programs each year. CIEE programs and services span study abroad, teach abroad, international faculty training, and various specialty and custom programs for secondary, post-secondary, and international students.