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Position: Internship coordinator
Department: Study Abroad
Reports To: Internship Manager, London
Location: CIEE London, England

Summary of Position

The Internship Coordinator is responsible for supporting the Internship Manager in planning and delivering internship programs for CIEE London and its partner institutions in the US. You will draw on your growing network of contacts to help the Internship Manager match prospective interns to high quality professional placements in their chosen field. You will guide the student through the process of applying for and then undertaking their internship for a period of between 6-12 weeks. You will support the Internship Manager in interviewing students, liaising with placement partners, organizing visas, providing orientations and checking on each intern's progress throughout their time in the U.K. You will ensure that each intern receives an experience of working that places them at an advantage in their future career.

Primary Responsibilities

- To liaise with the Internship Manager to support student interns as they apply for and undertake placements.
- To monitor and meet deadlines to ensure that students have supporting materials in place so that they can undertake their internship placements at the agreed time.
- To support the Internship Manager in producing budgets, proposals and professional development opportunities for prospective CIEE and custom program student interns.
- To develop your network of contacts so that you can help the Internship manager match prospective interns to appropriate high-quality internship placements.
- To foster relations with new and returning partner institutions and with colleagues at CIEE to ensure and enrich our reputation for delivering outstanding internship experiences.
- To maintain CIEE's robust procedures for ensuring the health, safety and security of students undertaking internships.
- To ensure that all participants have access to healthcare providers and emergency care when required.



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- To serve as an emergency contact for students and internship partners alongside other senior members of the internship team.
- To assist the Student Life office as required to facilitate airport transfers, co-curricular activities and events.

CIEE (Council on International Educational Exchange)

CIEE is a global, non-profit, non-governmental organization that operates 60 study centres in over 40 countries worldwide. It serves over 300 U.S. College and University consortia and supports study programs for around 6000 students annually. Established in 1947, CIEE is the world leader in international education and exchange. Up to 500 students study with us at the London study centre all year round and this number is growing as we return to and exceed pre-pandemic student levels.

CIEE London

CIEE London is situated in Russell Square in Bloomsbury. You would join a team of 8 full-time staff and report to the Internship Manager.

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 are from a Minority Ethnic background.

Experience:

Successful applicants will be enthusiastic, a team player and highly organised. Ideally have a Bachelor's degree, a portfolio of professional contacts and a grasp of study abroad or a related higher education institutional setting. Knowledge of the US higher education system would be an advantage.

Candidates must be able to provide proof that they can work full time in the UK. We cannot provide visa sponsorship

Please send your covering letter and CV to london@cieee.org. Shortlisted candidates will be invited to interviews from **Wednesday 12th October** onwards.