



PLACEMENT TEAM LEAD · JOB DESCRIPTION

Placement Team Lead (Maternity Cover)

EUSA - Academic Internship Experts is seeking to appoint a Placement Team Lead to our London team based in South Kensington.

Overview

EUSA Academic Internship Experts works with universities, departments, and individual professors to create and deliver customized, academically-directed internship programs in London, Dublin, Madrid, Paris, and Prague.

EUSA's services include internship placement, housing, academic program development, and program management/safety. London is EUSA's flagship site, placing over a thousand students a year in a rapidly evolving internship market. London operates within a challenging and constantly shifting regulatory framework, requiring careful monitoring and compliance.

Reporting Relationships

- Placement Team Lead reports to the London Director
- The Placement Team report to the Placement Team Lead

Responsibilities

60% Management of the placement team in planning, developing, and timely placement of students in high quality, academically appropriate internships

- Manage the Placement Team of 7 Placement Managers
- Set and monitor Placement Team deadlines and deliverables
- Bi-weekly 1-1 meetings with Placement Managers
- Lead Placement Team meetings
- Lead internship outreach strategy
- Coordinate placement matching and file divide
- Coordinate internship consultations, internship orientations and internship workshops
- Present and lead internship orientations and workshops with support from the Placement Team
- Conduct regular Placement Team trainings
- Monitor UKVI administrative compliance (company data, supervisor agreements, student attendance)
- Report on placement process to management and partners (report on the placement team's weekly progress, support EUSA London Director with end of program reviews, monitor and report mid-term reviews, supervisor evaluations, outreach returns, internship industry trends)
- Weekly meeting with London Director

30% University Partnership Management

- Weekly meeting with partner universities



- Liaise with university partners regarding students of concern during placement process with support from EUSA London Director
- Weekly reporting regarding partner placement process progress
- Manage mid-term review process and associated reporting/feedback for all university partners
- Lead student issue meetings during placement period that require escalation for all university partners
- Ensure all attendance and supervisor reporting is shared with university partners and compliant with UKVI requirements
- Manage partner internship site visits as requested for all university partners

10% Program Management assistance and Emergency response (student health and safety)

- Support London Director with UKVI administration on student visas
- Assist in student health and safety response
- 24-hour emergency care on call duty shared with other London team members

Profile and Requirements

- Permission to work in the United Kingdom
- Experience with team leadership and management
- Strong interpersonal communication and presentation skills
- Strong problem solving and conflict management skills
- Knowledge of UK business and industry trends
- Excellent organization and time management skills
- Works well under pressure
- High level of professionalism and accuracy
- Self-starter, ability to use initiative and take ownership of projects
- Ability to work with people of all ages and levels (students, parents, supervisors, university officials, and colleagues)
- Degree level education and professional experience in higher education, student services, recruitment, or relationship management is expected
- Ability to maintain a degree of flexibility with regards to the ever-changing nature of the role itself
- Previous experience managing team members

Additional/Desired

- Some familiarity with the US higher education system
- Experience living in another culture

Compensation

With a team of dedicated and dynamic professionals and offices in Europe and North America, EUSA offers a friendly, progressive work environment, as well as competitive salary, benefits, and holidays.

Contract



Preferred start date 2 December 2024, for a 12-month maternity leave cover contract.

To apply

Please upload a cover letter and a copy of your CV:

<https://eusainternships.app.box.com/f/cfad8b60f16f48adb0d1be329e2215bd>