

## **IES London - *Job Descriptions***

<i>Job Title</i>	Internships Coordinator
<i>Salary</i>	£32k - £34k (dependent on experience)
<i>Hours</i>	37.5
<i>Reporting to</i>	Head of Internships

**Scope of Duties:** The **Internship Coordinator** will support the Internships team in delivering all aspects of internships and volunteering at the IES Abroad London Centre. This will include keeping track of timesheets and visa-related documentation, assisting with the recruitment of internship host companies, helping to conduct mock interviews and cv editing for student interns, and matching students with placements and coordinating interviews. The Internships Coordinator will help organise events including panel evenings and networking meetings, and will assist with conducting site visits to host companies as well as student check-ins.

Additionally, the Coordinator will work closely with the Assistant Director and Head of Customised Programmes (HCP) to support Customised Programmes, including the direct management of at least one individual programme through the year.

The Internships Coordinator will be engaging and commercially savvy, able to recruit host companies and draw out student interns to carefully cultivate interests and skills in each candidate. The coordinator will be socially aware, and able to respond promptly and decisively to any issues that arise, addressing concerns with sensitivity and pragmatism. The ability to think creatively is essential to this role, and the Coordinator should feel comfortable with a certain level of ambiguity and competing deadlines during the process of preparing students for placements. The role requires strong organisational and communication skills, and experience with Airtable is a plus but not essential.

### **Role Description:**

#### **Internship & Community-Based Learning Programmes:**

- Assist with the organisation, management and development of the IES London Internship and Community-Based Learning (volunteering) Programmes
- Participate in giving pre-departure advice and information for internship and Community-Based Learning students
- Help the team with pre-departure mock interviews and CV editing
- Organize pre-departure employer interviews for internship students
- Assist with planning of Internship Orientation
- Assist with recruitment of organisations and companies to host IES interns
- Organise and file all company contact information of IES intern hosts
- Participate in placement of interns
- Track engagement with internship hosts during term, the sending of timesheets updates and midterm and final evaluations.
- Research and expand new internship areas and opportunities
- Organise site visits where possible, heightening the efficiency of communication between IES and internship/community-based learning sites. Utilise meetings as an opportunity for growth, reflection and a sharing of best practices between the volunteer host and IES
- Assist with the organization of panel and employer reception events as required

#### **UKVI & Immigration Law Responsibilities:**

- Level 1 user for UKVI SMS system to facilitate sponsoring of Student Route visas

- Liaise with BUNAC regarding Temporary Work- Government Authorised Exchange visas for Summer Intern and Full Time Semester-Length Internship students
- Enforce the IES Abroad London Course Credit Policy, checking timesheets and tracking hours of interns and volunteers
- Enforce the IES Abroad London Program Arrival Procedure

**Other Duties:**

- Support the wider team in student emergency response (24/7 on a rota basis, toil offered for any work outside of office hours)
- Where possible, accompany field trips and extracurricular activities which may fall on weekends or evenings (TOIL or overtime is offered)
- All other projects and duties as assigned or requested by the Head of Internships
- Project manage a customised programme as assigned by Head of Customised Programmes which entails working directly with US visiting faculty, Chicago colleagues and study abroad coordinators

**Person specifications:**

- Legally allowed to accept employment in the UK
- Minimum BSc/ BA degree
- Some experience within Recruitment or Sales, Higher Education or Study Abroad sector (desired)
- Strong IT skills including Microsoft Word, Excel as well as Airtable and Moodle (or similar virtual learning platform)
- Accuracy and attention to detail
- Excellent customer service skills and ability to think creatively
- Excellent organisational skills
- Ability to communicate professionally and clearly in writing and orally
- Ability to exercise sound judgement and appropriate response in emergency situations
- Flexible and adaptable personality suited to working in a small team

The role is primarily based in the IES Abroad London Centre, Gray's Inn, but also requires attendance at the residences (for both meetings and emergencies) and offsite work as part of field trips and CP management. The hours are 7.5 per day, within the standard operating day 8.30 to 5.30, with some late and weekend working, variable in relation to field trip participation and events but not required every week, covered by TOIL and overtime.