

Overview

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

The London Internship Placement Manager works as a part of the London Internship Placement Team to place U.S. third level students in internships for academic credit, from the development of relationships and opportunities with placement supervisors, interview and assessment of student interest, facilitating and managing the process of placement and attendance, troubleshooting, and evaluation. This role is ideally suited to someone committed to continuing development in the fields of higher education, experiential education, career services, or study abroad.

Reporting Relationships

The London Internship Placement Managers reports to the EUSA London Director.

Responsibilities

- Internship placement: set up and manage academic credit bearing professional internships for undergraduate and graduate students from the US and other countries across all professional areas, e.g. arts, finance, law, communications, marketing, PR, advertising, and more
- Assess student internship and career aspirations through one to one interviews
- Guide and support students from initial interview through successful completion of internship
- Create relationships and maintain a strong rapport with employers through research, cold calling, site visits, and ongoing communication
- Tracking timesheets and supervisor agreements for work placements and ensuring compliance with UKVI regulations
- Database management: expand and manage the database of London internship opportunities
- In person and online delivery of presentations to students and university partners
- Supervision and participation in some evening and weekend events/excursions with students
- Regular liaison with university partners and the University Relations Team
- Regular participation in the EUSA emergency on-call rota
- Other such reasonable duties as may be required

Travel

- Potential travel to the USA for orientations and interviews with students during the autumn and spring, for a period of 1 to 2 weeks each trip.

Profile and Requirements

- Permission to work in the United Kingdom
- Strong interpersonal communication and presentation skills
- Degree level education and professional experience in higher education, student services, recruitment, or relationship management is expected
- High level of professionalism and accuracy
- Knowledge of UK business and industry trends
- Excellent organization, multi-tasking, and time management skills
- Works well under pressure
- Self starter, ability to use initiative and take ownership of projects
- Ability to work with people of all ages and backgrounds (students, parents, supervisors, university officials, and colleagues)
- Flexible and adaptable with regard to the varied nature of the role



JOB DESCRIPTION

LONDON INTERNSHIP PLACEMENT MANAGER

Additional/Desired

- Prior professional experience in the international education sector (university, school, international institution, study abroad program, etc.)
- Some familiarity with the US higher education system
- Knowledge of Microsoft Office, Mac OS, FileMaker Pro and office systems

Compensation

With a team of over twenty 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.

To apply, please send your CV and a cover letter detailing your previous experience, your salary expectations and why you feel you are suitable for the role to londonjobs@eusainternships.org
Applications close Friday 1st August 2014.