

Overview

The London Director is directly responsible for the successful planning, delivery, and completion of all EUSA programs in London. Major responsibilities include - but are not limited to: direction of EUSA office and staff of 6-8 (depending on season); overseeing successful internship process, managing site communication with partner universities; compliance with Home Office and Quality Assurance Agency requirements; student housing; student health and safety; orientation and advising; programming academic calendars and faculty recruitment. The London Director carries out and participates in EUSA-wide projects and activities as requirements and resources dictate.

London is EUSA's flagship site, placing over a thousand students a year. London operates within a challenging and constantly shifting regulatory framework, requiring careful monitoring and compliance.

Reporting Relationships

- London Director reports to Operations Director
- All London staff report to London Director

Accountabilities

- Ensure programs run as requested by the partner university including oversight of program direction, internship placement, academics, emergency support, cultural events and logistics
- Observe EUSA's policies and procedures, and ensure awareness and observance across the local team
- Leadership and direction for all aspects of London operations
- Overall responsibility for ensuring that students are successfully placed in internships in a timely manner
- Ensure compliance with all UKBA visa regulations; continuous monitoring of visa regulatory environment
- Work within the parameters established by the Quality Assurance Agency for the delivery of high quality programs to partners and students

Responsibilities

- Manage Program, Placement, and Administrative staff including internal performance management process
- Manage internships, maintaining quality and broadening of opportunities
- High level contribution to London growth and development strategy
- Maintain EUSA's oversight by the QAA under the Recognition Scheme for Educational Oversight in conjunction with the Operations Director and Academic Committee
- Oversee academic services in London by recruiting faculty, arranging classroom space and academic materials for programs that include an academic component
- Screen and select staff, including regular intake of seasonal staff
- Screen and select appropriate housing for students
- Provide cultural and professional orientation for students upon arrival, and continue to provide support throughout the program
- Assist in student emergencies and responsibility for student safety throughout the program
- Plan and host visits from partner universities as well as EUSA colleagues
- Monthly financial reporting
- Ensure the compliance with local laws and keep the Operations Director informed of changes in local legislation
- Manage 24-hour emergency on call duty, occasional carrying of emergency phone

Duties

- Timely communication with students, partner universities, parents, EUSA University Relations in Boston and EUSA Management
- Prepare updated costs for program delivery on an annual basis
- Quality assurance assessment of programs.
- Update orientation presentations, pre-departure, and arrival handbooks and London related website content
- Assist Placement Team with student internship placement as required
- When appropriate, participate in finding new university partners for London and EUSA in general
- Other reasonable duties as required

Travel

- A minimum of 1-2 weeks in the US in spring and autumn for on-campus placement meetings and orientations
- Some travel for internal meetings in Europe (about 1 week per year)

Profile and Requirements

- able to work legally in UK
- demonstrated people management skills, able to motivate and manage a diverse team
- intercultural skills
- bachelors degree required, a graduate degree is desirable
- understanding of the US higher education system is essential; some
- experience in study abroad is desirable
- familiarity with London
- knowledge of FileMaker Pro, Macintosh preferred
- understanding of all aspects academic internship programs, including student life
- excellent written and spoken English; other European languages desirable

Compensation

- Competitive salary
- Medical Insurance

About EUSA – Academic Internship Programs

EUSA works with universities, departments, and individual professors to create and deliver customized, academically-directed internship programs in London, Dublin, Madrid, Paris, and Geneva. EUSA's services include internship placement, housing, academic program development, and program management/safety. 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.

This position is based in London; only those applicants entitled to work in the UK will be considered.

To apply, please send a cover letter explaining why you feel you are suitable for the role and your salary expectations, along with your CV to LondonRecruitment@eusa-edu.com First stage interviews will be held w/c 23rd September.