## JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>International Student Adviser</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Support and Advisory Services</td>
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<td><strong>Job type</strong></td>
<td>Professional Services</td>
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<tr>
<td><strong>Grade:</strong></td>
<td>6</td>
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<tr>
<td><strong>Accountable to:</strong></td>
<td>Deputy Head of Support and Advisory Services</td>
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</tbody>
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### Purpose of the Post

The post holder will be part of the International Student Support Team and will provide specialist impartial, advice and support to International/EU students on a wide range of issues.

### Key Tasks

- To provide high quality Immigration advice and guidance to students and their dependants, in accordance with the UKVI rules and standards of the Office of the Immigration Services Commissioner (OISC) and the UK Council for International Student Affairs (UKCISA) code of ethics.

- Undertake specialist immigration casework with international students using knowledge of Home Office procedures and the need to balance confidentiality and compliance duties.

- To assist students with the submission of visa applications including, Tier 4, Doctorate Extension Scheme, Transfer of Conditions, Administrative Review and Replacement BRP cards.

- To support the organisation and operation of the International Students’ Orientation programmes, including the arrival of Pre-Sessional intakes, and the social event programmes which run throughout the year.

- Planning and coordination of our Meet and Greet airport service for Pre-Sessional students

- To liaise with HOST and process HOST family applications submitted by students.

- To be responsible for developing and updating the appropriate sections of the University’ web pages and produce relevant literature including the International Student Handbook.

- Plan and present presentations and workshops on issues relevant to international students.

- Supporting a programme of social activities to encourage integration between international and home students, including responsibility for Global Café.
To liaise with staff in other parts of the University, and in particular Student Services, Admissions, Student Life and the Students’ Union to share best practice and develop a coherent programme of international students support activities across the institution and ensure the information about such support is communicated to students.

Keep updated on all key issues and developments affecting international students including all UKVI regulations, rules and laws.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:
- Academics and Professional Services staff
- Students
- External networks/professional bodies where required
- UKVI