## JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>International Funding Co-ordinator</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Support and Advisory Services</td>
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<tr>
<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 role will be responsible for all administrative processes associated with the US Federal Loans Scheme and Mobility Grants for Erasmus students, also acting as a point of contact for international students on funding and immigration issues, working as part of the International Student Support team.

**Key Tasks**

1. Overseeing all administrative processes associated with the US Federal Loans Scheme
2. Overseeing all administrative processes associated with the mobility grant for outgoing Erasmus Students
3. Acting as a point of contact for all international students with financial problems, liaising with Student Fees Office, maximising income and budgeting advice
4. Researching alternative funding for international students in the form of grants and loans for both undergraduate and post graduate students
5. Maintaining relevant web pages
6. Oversee all administrative processes associated with the Veterans benefits under the GI Bill and Canadian loans
7. Working with Royal Holloway International to advise potential international students of funding available, for example webinars
8. Keep updated on all key issues and developments affecting international students including all UKVI regulations, rules and laws and undertake training as required
9. Provide information on tier 4 student immigration issues in line with UKVI regulations to current and potential international students under the direction of the Deputy Head of Support and Advisory Services
10. Provide advice and support to international students on a range of issues under the direction of the Deputy Head of Support and Advisory Services

**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
- Finance Department
- External networks/professional bodies where required
- UKVI