Visa & Admissions Officer job description

POSITION OVERVIEW

Title: Visa and Admissions Officer

Reports to: Visa & Immigration Compliance Manager

Location: Bloomsbury, London

Contract: Full-time; permanent

Salary: Up to £30,000 per annum, depending on experience

Start date: Immediately

Benefits: Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension scheme (optional) and private healthcare (optional)

PURPOSE OF ROLE

Reporting to the Visa & Immigration Compliance Manager, the role comprises two functions: visa administration and admissions.

Responsible for the day to day administration of visa compliance,such as the creation of CAS's or the issuing of short-term study visa letters, including monitoring attendance in line with College policies.

In addition to the above, the role will also undertake admissions processing, particularly with applications from international applicants.

COMPLIANCE AND VISAS

- To act as Level 2 User on the Sponsor Management System.

- Ensure the College meets all sponsorship duties to retain sponsorship status, and assisting with sponsorship activities such as licence renewal, annual BCA, CAS/COS annual allocations and on-site audits.

- To keep informed of all immigration/visa legislations relevant to students and staff.

- To maintain the College's procedural documents pertaining to visa checks, expiring visas, withdrawals from study, changes to study plans, visa refusal and Tier 4 reporting.

- Ensure that record keeping, and reporting requirements are maintained .

- Identify and verify immigration status of all non-UK/EU Nationals and provide advice on any restrictions to study and/or work.

- To provide guidance to students with visa applications via email and individual meetings, including checking of the final application prior to submission.

- Ensuring all student documents are correct before the creation of a CAS.

- Issuing of short-term study visa letters as directed.

- Check and copy BRP's in order to identify errors ahead of enrolment, and reporting on the SMS where necessary.

- Monitor that students have registered with the police, where required.

- To provide support and guidance to students who have lost passports and BRPs, to help with BRP and entry clearance errors.

- To provide training to staff on Tier 4 Sponsor responsibilities and relevant College policies and procedures, such as attendance monitoring, restrictions on teaching locations etc.

- Working closely with staff across the College on matters related to supporting international students throughout the student lifecycle (student support, wellbeing, academic etc.).

ADMISSIONS PROCESSING

- To process and manage admissions applications, direct and UCAS, in conjunction with colleagues in the admissions team and academic faculty.

- To offer high-quality customer service to all applicants, at all stages of the application process.

- To ensure all student recruitment/admissions practices comply with current internal and external admissions and quality assurance policies.

OTHER DUTIES

- To undertake any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training

- Foster a positive work environment with a good team spirit, including the wider recruitment team and all other departments.

QUALIFICATIONS AND EXPERIENCE

KNOWLEDGE, SKILLS & ABILITIES

Essential: Ability to work as part of a team and independently; excellent written and oral communication skills; well-developed organisational skills; diplomatic influencing and relationship-building skills, to work with others and to convert initial enquiries into successful enrolments; a high level of attention to detail; excellent understanding of UKVI regulations, and experienced in Tier 4.

Desirable: Knowledge of the UCAS application process.

EXPERIENCE

Essential: Recent experience of processing Tier 4 applications (as a Level 1 user) and applying UKVI regulations, including checking applicants' documentation, issuing CASs and generation of CAS communications; working as part of a team.

Desirable: Admissions in a UK university; Processing UCAS applications; HE student recruitment. Level 1 user.

EDUCATION, QUALIFICATIONS AND TRAINING

Essential: Good first degree

APPLICATION PROCESS

Applications should be made via **this link** by midnight, 17 March 2020. Please reference your application "**VO0220**"**.** Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a cover letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role, applications will be reviewed on receipt and it is likely that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. The College is **<u>not</u>** able to provide sponsorship on this occasion.