

Erasmus+ Traineeship opportunity within The International Student Office

Department	International Student Office, Academic Division
Position title	Erasmus traineeship: International Student Assistant
Duration of position	A period of 3 - 6 months, available from the end of July 2018.

Dimensions of the role(s)

This post is primarily based in the International Student Office. We provide specialist information and support to students who come from outside the UK to study at Cambridge and to Cambridge students who study overseas as part of their course. This specialist information and support is also available to colleagues across the collegiate University.

Our key areas of specialism include:

- UK immigration and visas: managing the compliance requirements of the University's sponsor licence, permitting us to sponsor students to study at Cambridge.
- Study abroad opportunities: for incoming and outgoing students through established exchange programmes, travel grants and short international study opportunities
- Visa advice service: for students and staff on student immigration
- Orientation: welcoming and introducing new international students to study and life in Cambridge and the UK.

We have a wide client base, serving international students, academic and administrative staff.

Working with each member of the team you will undertake the following:

Main Responsibilities

	Key duties and responsibilities
1	<p>Administrative Support</p> <ul style="list-style-type: none"> • Administrative support for members of the team • Answering routine enquiries from students, academics, and senior management by email, telephone and in person • Filter non-routine enquires to correct source • Deal with incoming and outgoing post • Photocopying and scanning of documents • Shredding of confidential material • Ensuring filing systems are up to date • Reception cover
2	<p>International Student Office</p> <p>Student Immigration</p> <ul style="list-style-type: none"> • Reviewing student data for accuracy and completeness • Liaising with Colleges where data missing or incomplete • Supporting production of documents which are required by students to apply for a visa • Maintaining accurate records • Supporting development of information for international students • Filtering immigration enquiries to appropriate colleagues or external agencies <p>Student Exchanges</p> <ul style="list-style-type: none"> • Ensuring all required paperwork for outgoing students is complete • Maintaining accurate records for incoming and outgoing exchange students • Assisting with the organisation of orientation sessions for students participating on an exchange (incoming and outgoing) • Maintaining accurate records of contacts in overseas universities and partner institutions • Assisting with the organisation arrangements for any visits from partner universities • Preparation and distribution of mail-outs for students and staff <p>Student Orientation</p> <ul style="list-style-type: none"> • Preparation and support for orientation sessions for new international students <p>There would also be an opportunity to carry out independent project work</p>

Person profile

Essential knowledge, skills and experience required for the role

Education & qualifications	<p>Must be a current student enrolled on a Bachelor or Masters level degree course and continue to be a registered student throughout the period of the traineeship</p> <p>Must be proficient in English (spoken and written) i.e.: CEFR level C1/C2 or IELTS grade 7</p>
Specialist knowledge & skills	<p>Proficient in Microsoft Office applications, e.g.: Outlook, Word, Excel, Access</p>
Interpersonal & communication skills	<p>Must be able to communicate effectively and clearly with all client Base</p> <p>Must be able to be diplomatic in problematic situations</p> <p>Must show intercultural awareness</p> <p>Must be able to deal with people at all levels</p>
Relevant Experience	<p>Experience of working in an office based environment</p> <p>Experience of managing confidential data</p>
Additional requirements	<p>Must be able to work to a high level of accuracy, and follow set procedures and work within legal frameworks</p> <p>Ability to organise and deliver multiple priorities within tight Deadlines</p> <p>Ability to work successfully in a small team</p> <p>Willingness to be adaptable to changing demands and deadlines</p>

Applicants must have the right to work in the UK

Further Information

- Hours of work would be Monday to Friday, 09.00-17:00 with 1 hour lunch break
- We are flexible with the duration and start date of the traineeship
- Please note that this is an unpaid traineeship and successful candidates are expected to be able to access Erasmus funding from their Home University in order to participate
- Applicants would need to be a registered student at their Home University throughout the period of the traineeship

Application Procedure

Please e-mail your CV together with a covering letter describing the reasons for applying to exchanges@admin.cam.ac.uk marked for the attention of Lucy Gager. Please indicate your preferred dates for the traineeship, and supply the names and contact details of two referees who we can contact.

If your application is successful, we will arrange to hold a telephone interview, and take up your references. The interview provides you and us an opportunity to learn more about each other and determine whether this is the right internship for you.

The deadline for submission is 30th March 2018. Telephone interviews will take place soon after and candidates may be asked to submit a short written exercise.