



Visa Support Services Assistant

Context

INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched 21 partnerships with 19 universities in Europe, North America and Asia. We have enrolled over 50,000 students from 166 countries and now have about 1600 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far

Requirements

INTO is looking for a hardworking, highly responsible and reliable individual with excellent communication skills to support students applying for UK visa sponsorship at one of our partner universities

This is a full time position, offered on a fixed-term basis covering the period 1st July 2019 to 31st January 2020, as part of the UK Operations team. The department has a remit to offer outstanding customer service and efficient and accurate advice on immigration matters to students applying for a visa. The UK Operations department works closely with both internal colleagues such as the UK Admissions and Enrolment Services departments, as well as external colleagues such as academic agents, so excellent communication and team-working skills are expected.

We have 1 fixed-term position available for a full time Visa Support Services Assistant within the UK Operations team based in central Brighton.

Salary

£17,500 (pro-rata)

Application process

Please refer to the job description for this post for the necessary skills and experience required. Send your CV along with a covering letter stating why you are suitable for the role and where you saw it advertised **via email to: HQ.career@intoglobal.com by 12pm on Friday 14th June.**

Safeguarding

As part of our safeguarding procedures, applicants are asked to note that:

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- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

For further details and a full job description see <https://intoglobal.com/jobs.aspx>

INTO is an equal opportunities employer.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

<http://www.intoglobal.com/>

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.

To find out more please visit www.into-giving.com.