

JOB DESCRIPTION

Job Title: International Student Advisor	Band 6 : £26,715 - £32,816 <i>Opportunity to progress to £35,844</i>
Department: Worcester International	
Reporting directly to: Head of International Experience	
Supervisory responsibility for: N/A	
<p>Other Contacts</p> <p>Internal: First Point; Student Services; Admissions; Registry and University of Worcester International College</p> <p>External: UKCISA; UKV ; British Council Association of International Student Advisors (AISA) funding bodies; The Police; Local community and community groups.</p>	
<p>Main Duties</p> <ol style="list-style-type: none"> 1. To provide specialist impartial, non-judgemental, confidential advice to international students, staff and their families on a wide range of issues including immigration, student finance and debt, international payments, employment rights and consumer matters. 2. To act as an immigration advisor in accordance with current and future UK immigration law and the rules and standards of the Office of the Immigration Services Commissioner (OISC) and the UKCISA Code of Ethics, including the maintenance of confidential case notes. 3. To work with the International Student Advice team leader to support Registry Services in the monitoring of non-submission, non-engagement or non-attendance for UKVI records. 4. To offer specialist, impartial, confidential advice to outgoing students and staff on visa and immigration related issues. 5. To support the work of the International Student Advice team by assisting to formulate policies, procedures and guidance to ensure high service standards and to provide appropriate relevant information and advice on a range of international student and mobility issues. 6. To work in collaboration with University of Worcester International College (UWIC) and the Language Centre to ensure the seamless transfer of students on UWIC or Pre-Sessional English Language programmes onto their academic courses with UW. 7. To work closely with the International Student Advice team leader to ensure that Firstpoint advisors are fully briefed on the limits of the information they can give to students and to understand when, and if, it is appropriate to call for specialist advice. 8. To work with the Head of International Experience, the International Student Advice team leader, colleagues from Worcester International and other service teams and academic 	

Schools in the planning and delivery of the university's induction events for international students.

9. To represent the University and its students to external organisations both nationally (UKCISA, British Council, UKVI, Association of International Student Advisers (AISA), and funding bodies) and locally (the police, local council and community groups)

10. To contribute effectively to the work team and to the University's International Team as a whole. This may include periodically undertaking reasonable additional duties commensurate with the grade of the post.

11. To take steps to ensure and enhance your health, safety and wellbeing and that of staff and students. To carry out your duties in a manner that promotes equality of opportunity and supports diversity and inclusion, in accordance with the University's Equal Opportunities Policy and Dignity at Work and Study Guidelines and takes into account the University's commitment to environmentally sustainable ways of working.

12. To demonstrate a commitment to your own personal and professional development by seeking new knowledge and skills to continuously enhance professional performance and meet the changing demands of the job and contribute to the development of others by sharing expertise and good practice. Regular training in visa and immigration regulations in the HE sector must be undertaken.

*The above does not represent an exhaustive list of duties associated with this role.