

Sotheby's INSTITUTE OF ART

Enrolment and Visa Administrator

Location:	Sotheby's Institute of Art - London
Reports to:	Admissions and Recruitment Manager
Contract:	Permanent
Role:	Full time
Salary:	£25,000 to £27,000

Job Summary

Based in London, the Enrolment and Visa Administrator will support the operational aspects of admissions and recruiting, with special attention to international student support throughout the application and enrolment process.

The successful candidate will be entrepreneurial, informed, detail-oriented, and able to juggle multiple projects. They will assist with events and support faculty recruitment travel, facilitate relationships with other cultural and educational organisations, and provide general assistance for the enrolment and marketing teams in the London office. A day might include tasks ranging from the preparation of materials for a mailing or event, to working with prospective students around their visa processing. In the assistance of international students, the incumbent will ensure processing and compliance with the Institute's sponsor duties under Tier 4 of the Points Based System. They will offer support and guidance to international students from a basic knowledge of these regulations, under the supervision of the Admissions and Recruitment Manager who has experience in the higher education regulatory landscape.

Key duties

1. To work closely with the Global Enrolment and Marketing team to provide assistance on research, analysis, record maintenance, reporting, and customer service.
2. To serve as a faculty liaison throughout the application and recruitment cycle, including scheduling applicant interviews, assisting faculty with recruitment-related travel arrangements, and coordinating presentations for events.
3. To assist with the planning and execution of admissions-related events and activities, from weekly walk-in hours to Institute-wide open houses and conferences.
4. To maintain application records and contribute to reporting on all matters around admissions, enrolment, and CAS requests.
5. To provide basic immigration advice to prospective Tier 4 students including the regular checking of all CAS requests and corresponding documents to ensure that students who meet the requirements of Tier 4 are issued with a CAS.
6. To work closely with the Admissions and Recruitment Manager to ensure that all CASs are assigned correctly and within agreed deadlines; to track the lifecycle of each CAS issued and submit reports to the UKVI in accordance with the Tier 4 Sponsor Guidance. This will require communication with students to obtain regular updates on the progress of their Tier 4 application, copies of all refusal notices or a copy of the Tier 4 visa, once granted.

7. To work closely with the Admissions and Programmes teams to ensure that only students with valid immigration permission register on a course and ensure student records are updated to reflect any changes in circumstances, including visa expiry.
8. To contribute to larger projects within the team, including making suggestions on improvements and new initiatives.

Skills, knowledge, qualifications required

- Advanced knowledge of Microsoft Outlook, Word, Excel, Power Point and Access • Outstanding customer service skills
- Knowledge of Home Office procedures and SMS system, or willingness to receive training and pursue further knowledge
- Administrative experience in supporting a dynamic and fast-paced team in London, with collaboration with a New York team
- Maintaining records systems
- Customer-focused with the ability to communicate at all levels with internal and external stakeholders

Updated: January 2020

Please note the following:

1. **Applicants must be eligible to work in the UK**
2. **Please submit both your CV and a covering letter for this position. The covering letter should detail your interest in this role and the relevant skills and knowledge you feel you can bring to both the role and to the Institute.**
3. **Please submit all documents to: vacancies@sothebysinstitute.com**
4. **Please state in your email where you have seen this role advertised.**

Deadline for applications is 5pm, Friday 17th January 2020