

## **UKVI COMPLIANCE ASSISTANT**

**SALARY DETAILS: £27,000 - £30,000 PER ANNUM  
PLUS EXCELLENT BENEFITS**

Richmond American University London is now seeking to appoint a UKVI Compliance Assistant to support the University with student visa compliance in line with the UK Visa and Immigration obligations.

The UKVI Compliance Assistant is responsible for supporting the UKVI Compliance Manager in aid of maintaining the University's Sponsorship License with UK Visas and Immigration. This will include support with record-keeping, CAS statements, credibility interview administration for new applicants, attendance and engagement monitoring and answering student queries.

The preferred candidate will have some understanding of UKVI sponsorship license requirements for institutions sponsoring international students and excellent attention to detail and the ability to work across departments to manage student records.

### **About Richmond American University London**

[Richmond American University London](https://richmond.ac.uk) is a unique institution, global in outlook and in practice, diverse and cosmopolitan in its culture. A leading private and not-for-profit institution, we are dually accredited in both the United States, by the Middle States Commission on Higher Education, and registered with the Office for Students in the UK. Our students receive both UK and US degrees, bringing together the best of British and American higher education.

Operating in London since 1972, our mission is to educate and inform future generations by providing them with the knowledge and support to think critically, the freedom to challenge assumptions and the skills to work with others. Our distinctive, multi-disciplinary Liberal Arts degree programmes offer a holistic approach to teaching and learning that focuses on developing academic and personal skills to enable our students to make positive contributions through employment, personal development, and public service after graduation.

Following the move to our new state-of-the-art campus in [Chiswick Park](https://richmond.ac.uk/chiswick-park), West London, we are developing a new strategy that will see the University grow and further diversify its student body, broaden and diversify its academic offer and expand its international partnerships.

Richmond is an equal opportunities employer; a Basic or Enhanced DBS check is required for this position.

**Closing date: 8 March 2024**

**To apply for this role, please email your CV and supporting statement, together with details of two recent work-related references to [hr@richmond.ac.uk](mailto:hr@richmond.ac.uk)**

Please note that while submitted applications will be acknowledged, we are unable to provide individual feedback to applicants.

## **JOB DESCRIPTION**

### **TITLE: UKVI COMPLIANCE ASSISTANT**

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#### **REPORTS TO:**

The UKVI Compliance Assistant reports to the UKVI Compliance Manager.

#### **SUMMARY:**

The UKVI Compliance Assistant is responsible for supporting the UKVI Compliance Manager in aid of maintaining the University's Sponsorship License with UK Visas and Immigration. This will include support with record-keeping, CAS statements, credibility interview administration for new applicants, attendance and engagement monitoring and answering student queries.

#### **MAIN DUTIES:**

The UKVI Compliance Assistant's main duties are to:

- Support record-keeping for all sponsored students by collecting and maintaining records of all registered students including their immigration documents (passports, visas, BRPs, EU settlement or other), term time addresses, mobile phone numbers and personal email addresses in line with UKVI regulations;
- work with the UKVI Compliance Manager to develop pre-arrival communications for all visa-sponsored students, take part in webinars, Q & A sessions;
- work with the UKVI Compliance Manager to develop media to support the training of agents and others who work with the University to recruit international students;
- work with the UKVI Compliance Manager to report student leaves of absences, withdrawals, dismissals and changes in immigration status through the Sponsorship Management System in a timely fashion;
- work with the UKVI Compliance Manager to update the SMS for graduates who qualify for the Graduate Route Visa;
- help prepare an internal report for the University Board in advance of the required annual Basic Compliance Audit as required;
- work in coordination with the Student Affairs Team to update students on their rights and responsibilities on a Student Route Visa and how to apply for the Graduate Route Visa post completion;
- serve on the UKVI Working Group which brings together Admissions, Recruitment, Registry and Student Affairs;
- stay up to date on UKVI policies and ensure that the University is in full compliance with any changes;
- undertake other duties as assigned by the UKVI Compliance Manager;
- adhere to and promote the University's health and safety policies and procedures.

#### **LOCATION:**

The UKVI Compliance Assistant is located at the University's Chiswick Campus.

#### **SPECIAL NOTE:**

This role may require weekend work at peak times.

Occasional travel in the UK may be required.

A Basic DBS check is required for this role.

**GENERAL:**

The above responsibilities are subject to change at the discretion of the UKVI Compliance Manager and shall include other responsibilities as UKVI Compliance Manager may from time-to-time assign. The UKVI Compliance Manager may also, at their discretion, reassign some of the above responsibilities. The UKVI Compliance Manager will co-ordinate work and resolve problems and will evaluate the UKVI Compliance Assistant's performance.

**PERSON SPECIFICATION****ESSENTIAL:**

- Some understanding of UKVI sponsorship license requirements for institutions sponsoring international students;
- attention to detail and the ability to work across departments to manage student records;
- some experience presenting or training others in support of immigration requirements in the UK;
- excellent time management skills with the ability to prioritise a varied workload and work independently with minimum supervision;
- good organisational skills to support an annual calendar involving 3 student entry/exit points and a number of exam boards;
- experience of working as part of a small team to deliver projects;
- good understanding of Higher Education, and an empathy with the mission of Richmond University in particular;
- a knowledge of the requirements of GDPR;
- educated to degree level or equivalent working experience.

**DESIRABLE:**

- experience working directly with international students in a FE or HE setting;
- an understanding or some experience in US higher education;
- experience working with various stakeholders who may have competing interests;
- experience navigating written guidance which may be unclear or counter intuitive.

**DATE REVIEWED:**

January 2024