

Campus Director

Summer School Job Description 2026



ABOUT IMMERSE EDUCATION

Immerse Education offers unique academic programs for students aged 13-18 in prestigious locations like Cambridge, Oxford, London, San Francisco, New York, Boston, Toronto, Sydney, Tokyo, and Singapore, as well as online.

Our two-week residential programs provide students with a taste of advanced study and university life, allowing them to live and learn at top-ranked universities. Participants engage in a rigorous academic curriculum complemented by a vibrant mix of social and cultural activities.

Each year, we bring together students from over 150 countries, fostering a diverse learning environment. Our programs have received recognition from several esteemed organisations, including The Queen's Award for Enterprise, ATHE, NOCN and the British Accreditation Council, reflecting our commitment to quality education and enriching experiences.

ROLE BACKGROUND

Immerse Education is seeking strong team leaders who are passionate about working with young people. We're looking for candidates with a natural ability to manage logistics and stay organized.

You must be able to motivate a team and be committed to the well-being of both your team and the students who attend Immerse Education's summer programs.

As a Campus Director, you will reside on-site for the duration of the program and oversee the day-to-day operations of the summer programs hosted at your assigned campus. You'll lead a team of Resident Advisors and support academic tutors as they deliver daily sessions.

In addition to three to five hours of academic classes Monday through Friday, participants enjoy a full schedule of social and cultural activities, some of which will be organized and managed by your Resident Advisor team under your leadership.

The number of students you'll be responsible for varies depending on the campus and session dates, ranging from 30 to a maximum of 250 students. Typically, the student-to-Resident Advisor ratio is 10:1.

You'll serve as the main point of contact and representative of Immerse Education for parents, students, staff, as well as host campuses and universities throughout your session. This role is both challenging and highly rewarding.

RESPONSIBILITIES

- Provide guidance and clear leadership to the students and staff at the campus, including conducting training (provided by Immerse) and overseeing the setup and breakdown of the site.
- Manage the daily operations of the program, ensuring that all bookings (pre-arranged by Immerse) and scheduled activities are ready to go as planned.
- Keep accurate records of staff and student attendance throughout the program. Communicate efficiently and effectively with the Immerse head office regarding progress at your campus.

RESPONSIBILITIES (CONTINUED)

- Serve as the primary point of contact and lead at your campus for parents, students, and staff.
- Build and maintain strong relationships with the full-time staff at the campus, keeping in mind that you represent Immerse, a professional organization, in this setting.
- Maintain a detailed and accurate inventory, and coordinate stock with other Campus Directors when necessary.
- Handle day-to-day expenses and incidental purchases, keeping precise records and staying within budget.
- Manage the staff schedule, ensuring all team members have similar work hours and assigning responsibilities to Resident Advisors.

REQUIREMENTS

- Relevant experience of summer school leadership, or within residential settings (essential).
- Experience in leading, teaching and providing pastoral care for international students aged 13 to 18 (essential).
- QTS or relevant teaching qualifications (desirable).
- Experience managing, leading and motivating teams (desirable).

PERSONAL QUALITIES

- Ability to create a positive, supportive environment where students, mentors, and tutors are encouraged to perform at their best.
- Capable of motivating, encouraging, and bringing enthusiasm to a team while maintaining professional boundaries.
- Excellent communication, time management, and prioritization skills.
- Highly organized, efficient, and flexible, able to thrive in a busy, fast-paced summer school setting.
- Adaptable, enthusiastic, with a good sense of humor, patience, and resilience.
- Pleasant, personable, and professional in demeanor.
- Self-motivated to achieve the highest standards, particularly in ensuring participants have a high-quality experience.
- Proactive problem solver, knowing when to work independently and when to seek support.
- Able to work under pressure and help manage the stress of others.
- Skilled in managing a budget and keeping accurate expense records.

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PROGRAMME AVAILABILITY

The 2026 summer programmes run in two-week sessions between 27th June and 25th July. The list of programme sessions for summer 2026 is provided in the table below. Contracts are given as two or four week contracts, though you will be required to start up to four days before the start of a session to receive training and help set up the summer school, if required. You will be asked about your availability during the application process.

Session	New York	San Francisco	Boston	Toronto
Session 1: 27 June - 11 July	✓			
Session 2: 4 July - 18 July		✓		✓
Session 3: 11 July - 25 July	✓		✓	

APPLICATION PROCESS

- Please complete the online application form which will require you to attach your resume. Short-listed applicants will then be invited to a live webcam-based interview.
 - Final stage applicants will take part in a task-based interview with our Recruitment team.
 - Successful candidates will undergo an enhanced background check and must provide a copy of their right to work for our records.
 - Successful applicants will be offered an opportunity to acquire an emergency first aid and mental health first aid training certificate as part of the residential on-boarding training before the start of the programme.
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