UNIVERSITY OF RHODE ISLAND  
Position Description

TITLE: Advisor, International Education

DIVISION: Academic Affairs (UC: Office of International Education)

REPORTS TO: Director, International Education & National Student Exchange

GRADE: 10

SUPERVISES: Student staff

BASIC FUNCTION:

Under the supervision of the Director of the Office of International Education, assist with the advising of students who plan to participate in study abroad programs (direct enrollment, affiliate, national and international exchanges) and international internship. Assist with the coordination, recruiting, orientation, and placement of outgoing and incoming Study Abroad and NSE students. Design and implement pre-departure orientation and re-entry programs. Assist in the day-to-day operations of the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide advisement on an individual and group basis during program selection process.

Screen, advise and place students in international study abroad programs and international internships; and advocate on behalf of incoming national and international exchange students with academic deans and other administrative offices at URI.

Assist the Director and staff in activities related to program evaluation, the development of new programs, and the collection and reporting of data, and which include, but are not limited to, program evaluation and the development of policies and procedures that contribute to program effectiveness.

Assist in the development of recruiting materials (e.g., brochures, information fliers, advertisements) and public relations activities (e.g., Study Abroad Fair, Welcome Week, Parent Weekend, Centennial Scholars, etc.).

Maintain the OIE Web page, list serves, library resources, circulation of promotional materials and other study abroad materials, and assist with the coordination of URI 101 presentations (as they relate to Study Abroad), Peer Advisor Program, Study Abroad workshops, Study Abroad General Information Sessions, and professional visits by Affiliated Program Representatives.

Assist in the planning and organization of Study Abroad Fairs (semester and summer).
OTHER DUTIES AND RESPONSIBILITIES:

Share collaborative efforts with the Director and with a number of academic and non-academic units within the University.

Work with academic departments and other University offices to gather information related to program evaluation and development and student recruitment.

Collect and analyze follow-up data on students who have studied abroad for purposes of evaluating program effectiveness and developing new strategies for orientation and re-entry programs.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management, and spreadsheet software

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master’s degree in one of the following: international management, student personnel administration and/or international relations, cultural studies, foreign language, or higher education (preferably in college student personnel); a minimum of two years of relevant experience in an education abroad office (work performed as a graduate assistant in experiential or international education may be included); demonstrated ability to coordinate bilateral exchange or study abroad programs; demonstrated experience working with international education partners and other home institution departments, faculty, and professional staff; demonstrated knowledge of study abroad and international internship best practices, and health, safety, and liability issues as they relate to international education; demonstrated experience working with computer database programs; demonstrated experience advising students on both a group and individual basis; demonstrated ability to communicate effectively orally and in writing; demonstrated strong interpersonal skills and ability to interact with diverse groups; demonstrated experience studying, living or working abroad.

Preferred: Foreign language proficiency.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.