

**Job Code .....100936-2020**  
**Position #: (PSA). (E).....**  
**Developed by: .....DB-C**  
**Reviewed by: .....SG**  
**Approved by: .....LK**  
**Date: 01/09; 05/13; 04/14;**  
**02/16; 11/18; 08/19; 01/20**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Advisor, International Education

**DIVISION:** Academic Affairs (Provost)

**REPORTS TO:** Assistant Director, Office of International Education & National Student Exchange

**GRADE:** 10

**SUPERVISES:** Student staff

**BASIC FUNCTION:**

Under the supervision of the Assistant Director, assist with the recruiting, orienting, and placing of students in outgoing and incoming study and internships abroad, which includes but is not limited to advising, referral, and information services including goal setting, selecting programs, identifying sources of funding, building cross-cultural awareness and mitigation of risks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Organize and implement materials and events to prepare students for the experience abroad; provide advisement on an individual and group basis during program selection process; facilitate reflection upon return, as part of the broader University effort of building global citizenry.

Maintain expertise in higher education systems of an assigned region of the world and oversee a portfolio of programs and exchanges in the region; assist in developing and promoting URI study abroad programs, provide input into the admission decisions, and ensure students' compliance with registration and transfer credit requirements.

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

Assist the Assistant Director and staff with evaluation and development of ongoing and new programs; the collection and reporting of data, which includes but is not limited to program evaluation, student flow and other relevant international education issues; the development of policies and procedures to improve program and service effectiveness; the planning and maintenance of Study Abroad list serves, circulation of study abroad promotional materials, as well as the facilitation of URI 101 sessions, Study Abroad workshops, Study

Abroad General Information Sessions and professional visits by Affiliated Program Representatives.

**OTHER DUTIES AND RESPONSIBILITIES:**

Share collaborative efforts with the Assistant 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 as well as international student recruitment.

Collect and analyze follow-up data on students who have studied and interned abroad for the purpose 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; Microsoft Office suite.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree in Educational Administration, Educational Leadership, Student Development, Social Science, International Education or International Development Studies; Minimum of two years of experience in international education in a college or university-level study abroad office as an international education advisor and/or other relevant experience in areas such as educational planning, study and/or internships abroad; Demonstrated knowledge of managing international education programs; Demonstrated knowledge of Forum in International Education Best Practices; Demonstrated knowledge of health, safety, and liability issues as they relate to international education programs; Demonstrated experience in using Microsoft Office Suite and computer database programs; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated multicultural competencies; Demonstrated experience studying abroad in a semester, summer program and/or an equivalent program; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree in International Education; Demonstrated experience living internationally; Demonstrated competency in a foreign language; Demonstrated experience with HTML, databases and computer graphics; Demonstrated experience with StudioAbroad and website design; Demonstrated knowledge of principles and issues of study abroad advising, including the ability to advise students considering studying abroad; Demonstrated experience giving online presentations and developing informational materials; Demonstrated understanding of institutional policies and preparation of institutional reports; and Demonstrated understanding of International Educators professional ethics and competencies as described by NAFSA and the FORUM.

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