

Job Code101401
Position #: (PSA).(E).....
Developed by:DB-C;GA-A
Reviewed by:SG; DLJ
Approved by:LK
Date: 1/09; 5/13; 4/14; 2/16;
8/19; 2/20

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Advisor, Education Abroad

DIVISION: Academic Affairs (Office of the 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, advising, orienting, and placing of students in outgoing education abroad programs (direct enrollment, international and national exchange and program providers) and students in incoming exchange programs. Design and implement pre-departure 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 education abroad programs and international internships. Advocate on behalf of incoming national and international exchange students with academic deans and other administrative offices at URI.

Develop promotional materials related to education abroad. Facilitate URI 101 and 102 sessions and other education abroad workshops, Study Abroad Fair and professional visits by affiliated program representatives.

Maintain expertise in higher education systems and oversee a portfolio of programs and exchanges. Assist in developing and promoting URI education abroad programs, provide input into admissions decisions, and ensure students' compliance with registration and transfer credit requirements.

Assist with evaluation and development of ongoing and new programs. Assist with the collection and reporting of data, which includes but is not limited to program evaluation, and the development of policies and procedures to improve program and service effectiveness.

Maintain and update TDS for Study Abroad (StudioAbroad) website to reflect accurate program offerings and application requirements.

OTHER DUTIES AND RESPONSIBILITIES:

Share collaborative efforts with the Assistant Director and with 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, spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of two years of experience in international education in a college or university-level study abroad office OR as an international education advisor OR in educational planning, study and/or internships abroad; Demonstrated knowledge of managing international education programs; Demonstrated knowledge of health and safety issues as they relate to international education programs; Demonstrated knowledge of liability issues as they relate to international education programs; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills;

Demonstrated multicultural competencies; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree; Demonstrated experience living or working internationally; Demonstrated competency in a foreign language; and, Demonstrated experience working with TDS for Study Abroad (StudioAbroad).

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