Study Abroad Representative

Job Code 50019377

General Description
Responsible for providing support to the recruiting and advising activities of the Study Abroad Office. Coordinate the international student exchange program.

Examples of Duties
Coordinate Study Abroad Office recruiting activities.
Maintain website, email and social media.
Coordinate and produce information and marketing materials.
Provide study abroad advising to prospective and enrolled participants.
Coordinate the international student exchange program for both incoming and outgoing students.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: international exchange student program; interpersonal communication; problem solving techniques; analytical skills.

Skill in: provide excellent customer service when interacting with potential and current participants, coworkers and outside entities; problem solving.

Ability to: read, understand and interpret instructions; prepare clear and concise documentation; perform basic math; maintain up-to-date program information; find and correct missing information; generate recruiting ideas.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements