

## POSITION DESCRIPTION

Study Abroad Specialist

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**Position** ..... Study Abroad Specialist

**Department/Site** .....

**FLSA** ..... Non-Exempt

**Evaluated by** .....

**Salary Range** ..... 38

### **Summary**

Promotes and facilitates student academic, personal, and intercultural growth by providing access to international education programs in other countries.

### **Essential Duties and Responsibilities**

- Serves as point of contact for potential study abroad student-participants, helping them identify study abroad options, making connections to international agencies, and conducting general information sessions.
- Completes approval forms for student applications, posts all transfer credit and works with affiliated partners to coordinate visits.
- Communicates with students and parents about study abroad policies and procedures, registration, billing, financial aid, housing, scheduling, credit transfer, and institutional accreditation.
- Explains to students how to apply and comply with mandates for obtaining financial aid, financial aid extensions, and veteran benefits.
- Provides initial advising to current and prospective students on the study abroad program in collaboration with other Education Advisors and faculty.
- Develops and administers study abroad projects and programs to enhance the educational experience of students.
- Researches and analyzes study abroad program costs.
- Designs program-specific orientation handbooks and materials for both students and faculty.
- Evaluates transcripts and other application documentation to determine student eligibility for study abroad programs. Advises students on course requirements for study abroad programs.
- Prepares publicity materials, information, and statistics, and releases through appropriate communication media, including brochures, flyers, calendar of events, posters, bulletins, newsletter articles.
- Maintains contact with academic departments, chairs, faculty and academic advisers to keep them informed about and involved in offering appropriate study abroad opportunities for students.
- Provides advice to students about travel outside the United States, including sources of assistance, required documents, and time limits.
- Maintains contact with local, regional, and national study abroad organizations, cultural officers, and information offices abroad, to obtain current data relevant to study abroad and keep up-to-date with developments in the study abroad field.
- Researches and develops periodic and special reports and/or composes correspondence in order to provide information and/or explain study abroad policies and procedures.
- Performs other duties as assigned that support the overall objective of the position.

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#### **Qualifications**

##### **- Knowledge and Skills**

- Requires specialized knowledge of study abroad programs, advising, and interviewing concepts and processes.
- Requires a working knowledge of education codes and school policies governing admissions and matriculation.
- Requires a working knowledge of student population demographics and cultures found in other countries.
- Requires a working knowledge of laws governing travel and study in other countries.
- Requires a working knowledge of student support services such as financial aid.
- Requires a working knowledge of community college and transfer program requirements.
- Requires a working knowledge of modern office systems, practices and procedures including skill at using common desktop applications and accessing student information databases.
- Requires sufficient English language skill to write professional communications, reports, and materials.
- Requires well-developed human relations skill to advise and persuade students, be sensitive to student needs, make presentations to groups.

##### **- Abilities**

- Requires the ability to carry out the essential functions of the position.
- Requires the ability to learn District policies and procedures as well as those associated with counseling and advising that are applicable to study abroad programs.
- Requires the ability to use a personal computer and common desktop productivity software, conduct internet research, enter data onto established data entry screens, and produce reports with routine queries.
- Requires the ability to interact productively with a wide range of students of varying abilities and background, including economic, social, and cultural diversity.
- Requires the ability to exercise a positive attitude, patience, empathy, compassion, and good judgment when dealing with others.
- Requires the ability to research and identify public and private organizations engaged in promoting and arranging for study abroad opportunities.
- Requires the ability to travel to other countries.

#### **Physical Abilities**

- Incumbent must be able to function indoors engaged in work of primarily a sedentary nature.
- Requires ordinary ambulatory ability to move to different sites on-and-off campus.
- Requires the ability to sit for extended periods of time.
- Requires hand-eye-arm to use a personal computer.
- Requires auditory ability to carry on conversations in person and over the phone and to conduct public speaking to small groups.
- Requires visual acuity to read printed materials.

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#### **Education and Experience**

- An associate degree, or the completion of at least sixty (60) college-level semester units, and three years of international education experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, five years of international education experience.

#### **Licenses and Certificates**

- Requires a valid driver's license.
- Within six (6) months from the date of employment, or prior to the first scheduled trip abroad, whichever comes first, the employee must provide evidence of a valid passport.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.