Study Abroad Advisor

Department: Office of International Education & Development
Recruitment #: S1616
Closing Date: Review of applications begins immediately. Position closes March 24, 2016

This is a full-time, 12-month, annually renewable, unclassified position in the Office of International Education & Development at Western Oregon University in Monmouth. The Office of International Education & Development is responsible for International student recruitment, study abroad development, admissions processing for all international students which includes application and transcript processing and evaluation, issuing immigration forms such as the I-20 and DS-2019, on-campus orientation, immigration advising and counseling, on and off-campus activities, and visiting scholars’ application evaluation and program coordination.

MINIMUM QUALIFICATIONS
- Bachelor or Master's degree in academic advising, counseling, social work, international affairs, or other related disciplines
- Study abroad experiences and cross-culture experiences
- Excellent written and verbal skills

Preferred Qualifications:
- Exceptional interpersonal/customer service skills on both an individual and group basis in order to interact with students, faculty, staff, outside agencies, professionals, and professional associations
- Strong computer skills and ability to learn new programs easily; Data entry input, report creation and experience working with multiple social media platforms
- Proven ability to meet multiple project deadlines while being detail oriented and organized
- Second language ability
- Valid Oregon driver's license. Ability to obtain certificate to drive state vehicles, specifically the 12 passenger vans

**A criminal background check will be required as a condition of employment**

DUTIES AND RESPONSIBILITIES
- Study Abroad Orientation – Assist in providing workshops and presentations for Pre-Departure and Re-Entry programs
- Advising – Advise and assist students in selecting an appropriate study abroad program, consistent with academic requirements and objectives and plan of study. Assist students with applications for study abroad programs, internships, scholarships, and international career opportunities. Assist students with survival and study skills, health and safety precautions, as well as personal and academic issues.
- Data Monitor – Assist with the input of data into various systems such as Terra Dotta, Risk Management/Insurance, etc. Create various data reports each term.
- Recruitment – Assist with maintaining mailing list and distribute information to the WOU community, as well as other universities and colleges nationally and internationally. May assist with organizing, advertising and conducting orientation and informational meetings to recruit students. Prepares posters, announcements, newspaper ads, and other promotional materials designed to recruit students.
- Monitor Student Enrollment - Assist in working out arrangements for students to be gone from WOU, in such areas as university registration, housing, financial aid, payment of fees, etc. and assist with the SAB Capstone Project

TO APPLY SUBMIT THE FOLLOWING (PDF preferred):
1. WOU Employment Application form (available at www.wou.edu/prostaffapp)
2. Letter of application that addresses each qualification of the position
3. Resume
4. Contact information for three references
5. Unofficial copy of transcript for highest degree earned

Send to: S1616, Registration Clerk, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

Western Oregon University is an AA/EO/Veteran/Disability employer committed to increasing the diversity of its workforce.