**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Study Abroad Advisor

**Job Number:** A-230

**NOC:** 1221

**Band:** 7

**Department:** Trent International Program

**Supervisor Title:** Director, TIP

**Last Reviewed:** May 29, 2012

**Key Activities**

1. Works directly with prospective & current study abroad students in a variety of advising and service roles; Advises students and provides administrative support for study abroad programs and participants. Responds to external & internal study abroad inquires.
2. Coordinates communications and relationships with exchange partner universities. With the TIP Director, maintains and develops strategic international partnerships. Accountable for the integrity, maintenance and initiation of international institutional agreements. Conceptualizes international cooperation/linkage arrangements with foreign universities, negotiates terms of specific institutional agreement with host reps Maintains and updates various lists & documents including Coordinators’ addresses, exchange placements, TISEP application, liability waivers and forwards to appropriate offices. Types memoranda & reports, complies statistics & information as required; handles confidential information. Coordinates filing.
3. Advises students on global work/ study opportunities. Working with Student Assistants, maintains Resource Library ensuring that information is shelved appropriately and material is up to date.Provides assistance to students with their course study plan, application and program specifics.
4. Coordinates ISW Study Abroad activities, Study Abroad Information Session, Pre-departure Orientations, & the Re-entry Session. Coordinates information sessions on partner institutions and programs. Coordinates Trent’s Annual Work/Study Abroad Fair.
5. Coordinates the Exchanges Program application process, ensuring applications are complete, collecting & processing application fees/refunds, typing letters of acceptance.
6. Coordinates and maintains records for Study Abroad Risk Management: Emergency Contact Protocol with Risk Management Department.
7. Provides analysis and equivalency of foreign educational credentials to the Canadian Educational System and performs credential evaluation of marks received by Trent students. Examines course load, mode of assessment, academic grades and marking schemes at each partner institution.
8. Coordinates course selection and approvals for Early Registration of incoming and returning Study Abroad students in collaboration with the Registrar’s Office & academic departments.
9. Coordinates publicity and promotion of existing study abroad activities including poster design and print communication. Responsible for updating content of Study Abroad Website.
10. Other duties as assigned e.g., supporting the provision of services and programs for international & Canadian TIP students including assistance with TIP Orientation Camp.

**Education**

Honours University Degree (4 year).

**Experience Required**

* At least three years related professional experience.
* Professional Training in International Education Programming (IETP).
* Experience as a student on study abroad (preferably a Trent program).
* Professional experience communicating with and meeting the expectations of multiple constituencies (university leadership, faculty, staff, both internal and external). .
* Excellent computer skills: Microsoft Office (Word, Excel, Access); internet/web and e-mail; experience with Trent’s student information database preferred.
* Experience working directly with students, meeting front-line needs.
* Experience in developing written materials.
* Experience dealing with multi-tasking in a fast-paced, multi-faceted university work environment.
* Must be able to take initiative, work efficiently both independently and in teams.
* Excellent interpersonal, cross-cultural, and oral communication skills; second language knowledge an asset.
* Must be able to work additional hours at non-traditional times during peak periods.
* A reasonable equivalent of the above.