



NEW YORK STATE SENATOR

Phil Boyle

## Job Opening: Assistant Director of Study Abroad

PHIL BOYLE June 8, 2015

**Adelphi University**

**Job Title:**

**Assistant Director of Study Abroad**

**Minimum Experience Required:**

**3 years**

**Job Description:**





**JOB SUMMARY:** The Assistant Director assists the Director in the daily administration of the Center's activities, advising students on study abroad and assisting them throughout the application cycle, assisting with the coordination of faculty-led study abroad programs, promoting study abroad to Adelphi students, and managing program evaluation and assessment.

**RESPONSIBILITIES & DUTIES:** Advise and manage a caseload of students throughout the study abroad application cycle. Assist the Director on coordinating faculty-led study abroad programs, including budget management. Effectively manage Adelphi's Terra Dotta software, including updating program pages. Assist with program assessment and evaluation. Promote study abroad at Adelphi, including leading study abroad information sessions and presenting to prospective students. Participate in Center of International Education events, such as pre-departure orientation, welcome back reception, study abroad fair and International Education Week. Assist with marketing and communications, including updating the Center for International Education website, contributing to the Adelphi Global social media platforms, and developing marketing materials. Develop and maintain collaborative relationships with faculty and staff on campus, international institutions, and program providers. Coordinate with campus administrative units such as Financial Aid, Registrar's Office, Business Office, Career Services, etc. Perform special projects and other duties as assigned (including working occasional nights and weekends).

**REQUIREMENTS:** Strong knowledge of study abroad programs and providers. Experience advising study abroad students. Ability to interact with students, faculty, administrators, parents, and others in a highly professional manner. Strong program management experience. Excellent presentation skills. High level of counseling, written and oral communication, and organizational skills. Experience using the standard suite of office software, primarily MS Office, as well as familiarity with social networking platforms. Must be motivated, proactive, and independent in the completion of job duties. **Experience using Terra Dotta or comparable study abroad software preferred.**

**Job Location:**

**Garden City, New York**

Full Time, Regular

**To apply, contact the employer on-line:**

**Web-site:**

**<http://chj.tbe.taleo.net/chj03/ats/careers/requisition.jsp?org=ADELPHI&cws=1&rid=1485>**