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# Example of Study Abroad Advisor Job Description

Our growing company is hiring for a study abroad advisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for study abroad advisor

* To provide advice to all students and staff, both incoming and outgoing, that participate on the Erasmus+, or other European programmes, ensuring that all Erasmus+ participants receive all relevant information before undertaking their placements
* To provide advice and guidance to academic Schools on creating Erasmus+ inter-institutional agreements, following selection processes, working within established procedures and ensuring that balances are monitored
* To assist with the coordination of visits relating to Erasmus+ activity and liaise with the UK National Erasmus+ agency as required
* To ensure that systems across the University comply with Erasmus+ National Agency and European Commission requirements, and that all staff within Global Opportunities are kept informed of all current procedures and changes
* To oversee and maintain all existing databases relating to the management of European mobility placements, Organisational Support and inter-institutional agreements, and to develop procedures for new processes when required
* To oversee the calculation and reporting of all Erasmus+ grant payments for outgoing students, ensuring that all grants are paid in a timely manner and that all related reports are submitted in line with National Agency guidelines
* To ensure that all Erasmus+ documentation is created, received and stored in line with National Agency and European Commission requirements
* To manage the Erasmus+ Teaching and Staff Mobility Budget
* Create reports when required in relation to institutional Erasmus+ activity and to assist the Study Abroad Manager with the coordination and submission of Erasmus+ reporting processes
* To promote Erasmus+ opportunities to current Cardiff University students and staff, including delivering promotional sessions, in line with Global Opportunities communications plan and to increase participation on the programme

## Qualifications for study abroad advisor

* Experience with Study Abroad programs in an educational setting
* Substantive experience in living, working, and/or studying abroad
* General knowledge of the process of international academic program development and advising at a research forward university
* Significant experience developing and administering budgets
* Proficiency in industry standard software
* Ability to communicate with potential, current, and returned study abroad students, faculty, and staff and represent the office as necessary in a professional manner