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# Example of Study Abroad Advisor Job Description

Our growing company is looking to fill the role of study abroad advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for study abroad advisor

* To manage and coordinate the January Induction Programme for new students
* To line manage the Study Abroad Administrative Officer and the European Exchange Administrator
* Provide comprehensive and continuous campus wide marketing outreach to students, faculty and staff on study abroad programs
* Advise outgoing students about direct exchange and non-exchange study abroad programs to ensure that students select quality programs that will earn transfer credit
* Evaluate transfer credit for study abroad transcripts received by the University
* Liaise with exchange staff at partner institutions to maintain accurate advising information for incoming and outgoing students, online and print resources on each partnership
* Advise, admit and support incoming exchange students by providing accurate information about application procedures, registration, and immigration regulations
* Employ innovative methods through use of technology and social media to deliver advising on programs, scholarships and pre-departure process
* Supervise the Administrative Assistant for Study Abroad and ensure accurate and timely processing of all study abroad paperwork and transfer credit evaluation
* With the Director of International Programs, design and implement a comprehensive assessment of the study abroad program to ensure high quality of program delivery

## Qualifications for study abroad advisor

* Web and digital media experience preferred
* Advises student on an individual or group basis as part of assigned student program
* Reviews student data, academic or personal, for determination of program eligibility
* Interfaces with faculty to exchange and update information or to enlist support for program services, , guest speaking engagements and faculty advisor programs
* Experience in a higher education or study abroad setting preferred
* One year experience in a study abroad or international education office