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# Example of Study Abroad Advisor Job Description

Our company is growing rapidly and 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

* Continuously evaluate study abroad procedures and business processes to increase efficiency and efficacy of program delivery
* Assist other staff with new student orientation, ongoing workshops, and education programs such as New International Student Orientation, International Dance Festival, and Culturefest, as needed
* Provide administrative support to OIP admissions and immigration staff, as needed
* Carry out other reasonably related duties as assigned
* Works closely with the Director of Study Abroad Programs with the operation and services of Study Abroad Programs, including student advising, outreach and marketing, and scholarship processing
* Serves as co-administrator ('Super User') of Terra Dotta (Studio Abroad) --Study Abroad application management and website management system
* Facilitates the study abroad application procedures and processes for students
* Investigates and resolves student issues ( financial aid and credit transfer), and works with assigned group of colleges and academic advisors from these colleges regarding study abroad academic matters
* Manages the GES/Foundation Scholarship processes, specifically the reviewing and awarding of GES scholarships and the transmission of awardees and award amounts to Financial Aid and the Foundation
* Serves as primary point of contact for the Gilman Scholarship

## Qualifications for study abroad advisor

* Ability to serve as both a DSO and an ARO (U.S. Citizen or Permanent Resident)
* Minimum of one semester of international study experience
* Experience using a variety of social media and information management applications, for example PeopleSoft, Agilegrad, Terra Dotta, or similar systems
* Effective oral and written communication in TWO or more languages
* Possess a valid passport and be able to travel internationally
* Minimum two years in an international higher education setting