 **Education Abroad Advisor I Standard Job Description**

**Classification Title:** Education Abroad Advisor I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Job Description Summary:**

The Education Abroad Advisor I is responsible for providing support services to students and faculty wanting to pursue high impact global educational experiences. Assists office leadership in providing services to students, and faculty in support of the office mission to provide a diverse range of international education opportunities. Actively promotes teamwork and respect for people in the workplace and in all interactions with internal and external clientele. Communicates verbally and in writing with customers. Has access to protected information under FERPA and HIPAA. The scope is broad because it requires an understanding of international, federal, agency and university academic regulations and procedures, as well as program development and support, study abroad advising issues, and cultural information about a broad range of countries.

**Essential Duties and Tasks:**

**40%: Advising**

* Provides standard advising for students and faculty on various issues impacting global education opportunities, such as personal, financial aid, academic, health insurance and health care, travel, and cultural needs of students.
* Assists with issues that arise during the student education abroad application process, including liaising with external and internal departments, organizations, and universities.
* Coordinates study abroad scholarship awards with the office of Scholarships and Financial Aid. Works with Office of Registrar as needed.

**30%: Program Maintenance**

* In conjunction with office leadership, facilitates various aspects of education abroad programs, occasionally working independently.
* Assists with maintenance of program and student records, database, admissions processing and other advising administrative tasks related to global high impact education opportunities, which include drafting correspondence, researching and preparing reports, creating program budgets, assisting with travel arrangements, handling various types of applications, and orienting and debriefing students and faculty.
* Facilitates program development with internal and external partners, including international representatives.
* Assists with the planning and implementation of outreach initiatives and programming activities such as faculty and student pre-departure programs, events, seminars, special topic workshops, returned student programming, and joint programming with other campus or community entities.

**10%: Office Representative**

* Represents office at various events or activities on and off campus. Organizes and attends programs, events, and activities during regular business hours and outside regular business hours.
* Serves as a member of a team focused on such areas as scholarship administration, publicity and recruitment, database management, internships, short-term programs, non-TAMU programs, Passport Acceptance Agent, and/or financial aid or scholarship point person.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor's degree or equivalent combination of education and experience.
* No experience required.

**Required Licenses and Certifications:**

* N/A, if not applicable

**Required Knowledge, Skills, and Abilities:**

* Excellent written and verbal communication skills.
* Good organizational skills.
* Proficiency in word processing, spreadsheet, and database programs.
* Ability to comprehend and communicate technical information effectively and diplomatically.
* Ability to effectively communicate with international people.
* Ability to work as a member of a team.

**Machines and Equipment:**

* Standard office equipment

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**