 **Senior Education Abroad Advisor I Standard Job Description**

**Classification Title:** Senior Education Abroad Advisor I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Senior Education Abroad Advisor I, under direction, provides support services to students and faculty wanting to pursue an educational opportunity outside the U.S. 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. Performs high level leadership and administrative office responsibilities, including occasional delegated authority by supervisor, and handling the most complex advising situations, particularly those related to an area of office specialization. Has access to protected information under FERPA and HIPAA.

**Essential Duties and Tasks:**

**40%: Advising**

* Provides advanced 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.
* Triages issues that arise during the student education abroad application process, including liaising with external and internal departments, organizations, and universities.
* Leads study abroad scholarship awards with the office of Scholarships and Financial Aid. Works with Office of Registrar as needed.

**30%: Program Maintenance**

* Assumes office leadership, facilitates various aspects of education abroad programs, occasionally working independently.
* Monitors 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.

**5%: 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.
* Leads members 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.

**5%: Leadership**

* May supervise student workers and/or full-time staff as required by leadership responsibilities in a specialized area.
* Rarely assists office leadership with various office administrative tasks such as interviewing, training, and serving as a mentor in the training and orientation of new staff members, drafting reports and letters, preparing budgets for office programs, representing the office at various meetings, occasional policy and program development, and forming new standards and procedures for serving students wanting to go abroad.

**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.
* Three years of experience in international education advising or related roles, to include administrative experience in program planning and coordination.

**Required Licenses and Certifications:**

* None.

**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.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Standard office equipment: computer, keyboard, multifunctional printer, telephone, fax machine

**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**