JOB DESCRIPTION

Study Abroad Advisor

Definition of Class
This position advises students on guidelines and options for study abroad and recruits students for study abroad programs. The incumbent maintains the study abroad website, participates in activities for outgoing and incoming study abroad students, and assists in scheduling social activities for students upon returning from the University’s overseas programs. This position reports to the Director of Study Abroad.

Examples of Work Performed
Stays abreast of all study abroad programs, application materials, and requirements for participation.

Advises students about appropriateness of study abroad programs to their academic plan and assists them by accessing materials from the Study Abroad library and the Internet.

Maintains records in the Study Abroad library and website, completes purchase orders, files brochures, books, and flyers, and makes sure that the materials are up to date.

Assists with the management and maintenance of the study abroad website.

Answers questions from participants of the programs via the Internet and provides information and advice to students as necessary.

Maintains program information on the study abroad website and assists with the creation of printed materials.

Schedules meetings to discuss information about the programs.

Assists with the the Study Abroad Fair and other recruitment activities.

Recruits potential students and faculty by maintaining a table during orientation sessions and other events.

Speaks to small groups and/or classes about study abroad opportunities.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Advises students about study abroad opportunities and completion of necessary forms.

2. Assists in the maintenance and organization of the Study Abroad Library and website.

3. Assists in the development of study abroad publicity campaigns and fairs.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements for this position include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and use hands to finger, handle or feel objects, tools, or controls. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

**Education:**
Bachelor’s Degree from a college or university and successful participation in a Study Abroad Program.

**Experience:**
Six (6) months experience as related to the above-described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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