Specialist, Study Abroad Support Services (Part-Time)

The Human Resources Department announces the part-time position of Specialist, Study Abroad Support Services reporting to the Manager, Immigration and Education Abroad.

Responsibilities include: perform various support functions related to exchange and study abroad programs and students; develop and conduct information programs/tables/webinars/classroom sessions for Education Abroad Opportunities for RMU students; organize and conduct Pre-Departure and Re-Entry sessions for study abroad students; collaborate with the Faculty Support Services Specialist on FLEAP programs; coordinate with Office of Student Engaged Learning to ensure students meet SET requirements; coordinate with Career Services to ensure awareness of internship opportunities abroad; compile and manage statistical data related study abroad students, programs, and partners; track returning study abroad students and develop strategies towards their involvement with the CGE and RMU students who are interested in Study Abroad; organize and/or participate in RMU’s open houses; develop and maintain the web content including highlights from students and/or about study abroad students; develop and implement marketing campaigns (on-campus and in social media) to promote study abroad; compile database of scholarships and other opportunities for RMU students; participate in special projects with CGE staff, as directed; perform related work as required.

Minimum Qualifications:

- Bachelor’s Degree is required.
- Previous experience studying, working, and/or living abroad highly preferred.
- Minimum 2 years of office experience, preferably in higher education.
- Proficiency with Microsoft Office Software packages including Word, Excel, PowerPoint, and Publisher; with willingness to develop additional computer skills, adjust to other technology and grow academically.
- Experience with CMS web editing software, Social Media.
- Fluency in a language other than English preferred.
- Student development theory and practice in a higher education environment preferred.
- Ability to work independently and collaboratively and make independent judgments while providing superior customer service and student focus.
- Ability to work collaboratively with administrators, faculty, students, staff and external partners.
- Available to work varied work schedule which may include evenings and weekends as required.
- Effective verbal and written communication skills.
- Attention to detail.