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Position Information

Requisition Number	1500354
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Job Title	Study Abroad Advisor
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Department	Dean of College - 51200
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Position Summary	<p>Reporting to the Director of the Study Abroad Program in the Office of the Dean of the College, the Program Advisor conducts entry level information sessions for students and develops outreach to students in their residential colleges and in their classes.</p> <p>Advise students on a range of international opportunities for study abroad, both summer and semester options. Focus on programming for first- year students to help them plan out curriculum choices that will allow them to take full advantage of all the international opportunities offered. Develop expertise in a subset of programs so that more detailed advising for those programs would become this person's responsibility. Manage information gathering, website updates and application processing for students on these programs. See these students through studying abroad from first interest until after they return, helping them integrate their experiences abroad into their Princeton and post-Princeton life plans.</p> <p>Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> - general academic and non-academic advising of students interested in semester and summer study abroad opportunities - small group advising sessions for students in various interest groups (majors, program interest, athletes, etc) - serve as the primary resource within the OIP for information about a sub-set of programs assigned to the advisor from advertising through advising and application processing - track information about the programs to update the website - conduct information sessions, develop pre-departure materials (and lead pre-departure meetings) and re-entry advising for students on these programs - work on programs geared toward first year students to assist in decision-making that will help them to more easily study abroad. - help develop plans to take advising into the spaces where students are located. - work as part of the team to develop effective strategies to provide better information about study abroad opportunities.
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Essential Qualifications	<p>Position Requires:</p> <ul style="list-style-type: none"> - Bachelor's degree - One to three years of work experience in education abroad or related field; interest in curriculum integration - Ability to work with faculty students, administrators, as well as overseas service providers - Excellent written and communication skills
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- Strong organizational skills and attention to detail
- Proficient in the use of MS Office; good knowledge of use of technology in program administration.

Preferred Qualifications	<p>Preferred:</p> <ul style="list-style-type: none"> - Knowledge of one or more languages other than English preferred - Knowledgeable about the use of social media in study abroad - MA degree preferred <p>NOTE: This is a nine (9) month term position from September 1, 2015 through May 31, 2016.</p> <p>The final candidate will be required to complete a background check successfully.</p>
Directory Title	Study Abroad Advisor
Job Function	Administrative or Professional
Grade	ADM 050
Standard Hours	Not Applicable
Full-time/Part-time	Full Time
Actual Hours per Week, if casual hourly	
Pay Rate, if Casual Hourly	
Work Schedule, if other than standard hours	
Eligible for Overtime	No
Benefits Eligible	Yes
Union Code	Not Applicable
Education Required	Bachelor's Degree
Application Deadline	Open Until Filled or See Position Summary.
Instructions for Applying	
Documents which can be associated with this posting	Resume/CV Cover Letter
Proposed Start Date	09-01-2015
End Date, if a Term Appointment	05-30-2016
Comments related to end date:	This is a 9 month term position
EEO Statement	Princeton University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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