Education Abroad Advisor

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Education Abroad Advisor

Centre for International Programs

Temporary full-time from November 2021 to August 30, 2022
Temporary absence of the regular incumbent
Hiring #: 2021-0608

Please read the Application Instructions [1] before applying

Reporting to the Director, the Education Abroad Advisor will coordinate the operation of University of Guelph study abroad programs. Primary responsibilities include coordinating and managing current study abroad programs; raising awareness of study abroad opportunities on campus; advising students of appropriate study abroad options based on their academic requirements and readiness to travel; and coordinating, facilitating and providing expertise for orientation, both of Guelph students preparing to go overseas, and of overseas exchange students studying at Guelph. Specific duties include: assessing students’ personal suitability for the program, acting as primary contact for incoming and outgoing exchange students; advising accepted students on operational and technical issues; registering students in courses and facilitating credit transfer; developing and administering evaluations and making recommendations for program improvements; developing and producing information packages; facilitating workshop modules; and other associated duties as assigned.

Requirements of the position include: an undergraduate degree; 2 years previous experience in the field of international education; direct experience of study abroad or other academic travel; previous training through the International Educators Training Program (IETP) or equivalent is an asset. The successful candidate will also possess excellent skills in programming, group facilitation, inter-personal and intercultural communication, advising and problem-solving. Superior self-management and organizational skills are essential, as is knowledge of post-secondary academic programs and registrarial processes. Knowledge of cultural adaptation theory, barriers to study abroad, risk management in overseas programs and student development theory are also required. Basic computer skills including social media, word processing, spreadsheets, and website content management are important. Previous experience with Simplicity’s Horizons study abroad software, an asset. Must show good judgement and problem-solving when advising on complicated academic and/or personal issues faced by both incoming and outgoing study abroad students. Tact and diplomacy are essential when dealing with faculty, staff, students, parents and partner institutions abroad. The successful candidate will have a demonstrated willingness to learn and an enthusiastic approach to the promotion of the study abroad experience.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

(Covering) Position Number 568-004
Classification P02

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 11 15
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