

Position Classification Description

Position Class Code / Title: G1088 / International Edu Advisor

Recruitment Tier: Tier 1

FLSA: Non-exempt

Grade: 10

Summary

In support of the University's global education goals, provides support for an international education program within the Global Education Office. Assists higher-level international education specialists in the development and delivery of global education programs. Receives guidance, training, and mentorship from higher-level specialists as it relates to understanding and meeting the unique needs of international students, scholars, and/or domestic students studying abroad.

Duties and Responsibilities

1. Participates in and assists with providing general advisement to international and domestic students and/or scholars participating in an international education degree, program or initiative.
2. Enters data and maintains records and statistical information, utilizing proprietary databases in compliance with all University, local, state, and federal regulations.
3. Prepares and processes official regulatory compliance documents and reports.
4. Assists in the preparation and delivery of workshops and orientations regarding international education programs.
5. Undertakes and/or participates in projects and programs designed to develop professional skills and expertise appropriate to the needs of the organization.
6. Receives guidance, training and mentoring from professional personnel in planning and carrying out activities and assignments.
7. May undertake related studies or enrichment programs as appropriate to the specific objectives of the operating unit.
8. Serves as Campus Security Authority as outlined by the Clery Act.
9. Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- Bachelor's degree; no previous experience required.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

Knowledge, Skills and Abilities Required

- Strong listening, interpersonal and communication skills.
- Ability to communicate with and provide routine assistance to students.
- Ability to work both independently and in a team environment.

- Ability to comply with stated regulatory procedures.
- Skill in using proprietary databases and running routine reports.
- Ability to understand and follow detailed instructions and procedures.

Distinguishing Characteristics

Position requires: a) assistance to higher-level specialists with general advisement to international students and scholars and/or domestic students studying abroad, b) assistance with program activities and logistics, c) working under the mentorship of senior staff to develop experiential skills in international education programs, initiatives and regulations.

Conditions of Employment

- This position is represented by a labor union and is subject to the terms and conditions of the USUNM Collective Bargaining Agreement.

Working Conditions and Physical Effort

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.