

JOB INFORMATION

Effective Date	8/14/2021
Job Code:	2862
Job Title:	Education Abroad Advisor I
Salary Grade/Structure:	020 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	International Admissions
Job Summary	Under direct supervision, the Education Abroad Advisor I will assist in administering university-approved education abroad and exchange programs. This role will be responsible for submitting documents and data to the appropriate government agency or education abroad partners for student visa issuance, tracking, monitoring, reporting, and other risk management components related to education abroad. The Advisor will be responsible for promoting programs and facilitating information sessions for students and campus. Further, the position is responsible for recruitment and processing all education abroad applicants under the partner provider and assigned UHCL-led approved programs.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	
Bachelor's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum three (3) years of experience in higher education, specifically within the international admissions and/or education abroad field.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of university policies regarding foreign course enrollment and UHCL international admission processes. 	Skilled
<ul style="list-style-type: none"> Knowledge of relevant offices functions in relation to Education Abroad such as admissions, registrar, financial aid, student life, and career services to promote and facilitate international education. 	Proficient
<ul style="list-style-type: none"> Knowledge of education abroad advising methods related to course selections, locals, and instruction for individuals and groups for selecting high-impact program(s). 	Proficient
<ul style="list-style-type: none"> Operation of Education Abroad and Scholar Services CRM. Maintenance of student electronic records for education Abroad to ensure accuracy of student enrollments in education abroad programs. 	Proficient
<ul style="list-style-type: none"> U.S. Department of Homeland Security database - SEVIS to facilitate J-1 exchange programs. 	Basic
<ul style="list-style-type: none"> Office suite functions including Video conferencing software and Qualtrics 	Skilled
<ul style="list-style-type: none"> Ability to read and interpret the U.S. Department of Homeland Security immigration regulations and communicate complex information to varying audiences. 	Basic
<ul style="list-style-type: none"> Organizational skills and the ability to coordinate projects, anticipate deadlines, and adjust priorities when dealing with competing and complex tasks are required to perform duties. 	Proficient
<ul style="list-style-type: none"> Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Serves as the primary advisor for all aspects of education abroad advising and application process. Provides partner provider promotional materials used to advise on education abroad admission functions and programs to prospective education abroad students. 	30%
<ul style="list-style-type: none"> Reviews and submit J-1 student visa requests to the US Department of State for visa issuance. Handles exchange admission functions with associated offices and external stakeholders. Oversees required programming for exchange program. 	30%
<ul style="list-style-type: none"> Assist with tracking students education abroad requirements, including the maintenance of student electronic records for education Abroad CRM database to ensure accuracy of student enrollments in education abroad programs. 	15%
<ul style="list-style-type: none"> Promote education abroad programs by overseeing and facilitating the Education Abroad 101 Information Sessions. Represents Education Abroad at outreach and orientation events. Collaborates with campus academic advisers in the various Colleges and academic departments to consult about education abroad options, processes, participation rates, and to facilitate the integration of education abroad coursework with UHCL major and degree requirements. 	15%
<ul style="list-style-type: none"> Serves as a liaison and primary contact to affiliated education abroad partner to organize program representative visits to campus, and arranging meetings with faculty (as needed). 	5%
<ul style="list-style-type: none"> Oversee department email and correspondence. Corresponds with domestic and international partners on routine student needs and routine academic processing. Handles routine correspondence within the department as requested. 	5%

PRE-EMPLOYMENT

MVR:	No
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Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
5%	

