



International Programs Advisor

Founded by the Congregation of Holy Cross in 1948, Stonehill is a private Catholic college located just 22-miles from downtown Boston on a beautiful 384-acre campus in Easton, Massachusetts. With a student to faculty ratio of 13:1, the College engages its 2,500+ students in 80+ rigorous academic programs in the liberal arts, sciences, and pre-professional fields.

The Office of International Programs seeks applicants for an International Programs Advisor to assist in the administration and coordination of preparing students to study abroad on provider-based programs. This is a full-time calendar year reporting to the Director of International Programs.

Essential Duties and Responsibilities:

- Assist in the general advising of students and with the process of applying for study abroad on all provider-based programs.
- Review applications, transcripts, student code of conduct records, departmental approvals and faculty recommendations for all international program applicants.
- Responsible for all aspects of the visa application process for multiple countries.
- Develop country-specific visa applications workshops for large-volume countries and conduct individual instructional meetings with students applying to low-volume countries.
- Assist with the coordination and presentation of informational sessions, pre-departure programs, visa workshops, events for returning students and other events to promote global education opportunities.
- Design and produce marketing material to promote the Office of International Programs and the services it provides to Stonehill students.
- Manage and coordinate all aspects of the annual Study Abroad Fair.
- Oversee the coordination of the the Peer Advising Program .
- Process invoices for the Office of International Programs.
- Maintain the Office of International Programs' website content and social networking sites.
- Evaluates abroad programs upon completion of international site visits.
- Maintain reference resource area.

Knowledge, Skills and Abilities:

Requires a Bachelor's degree, Master's preferred with one to three years experience in student advising, preferably in the field of international education. Fluency in a second language is preferred, as well as experience working and/or studying abroad. Must be able to work some nights. Occasional international travel is required. Stonehill College offers a comprehensive benefits package.

Candidates should submit resume and cover letter to:

Stonehill College
Human Resources Department
320 Washington Street
Easton, MA 02357
Fax to: (508) 565-1499
Email to: hr@stonehill.edu

Applicants who will enrich the diversity of the campus community are strongly encouraged to apply