University of New Haven

International Study Opportunities Program Coordinator – Search #13-11

The Office of International & Experiential Learning is currently seeking a Program Coordinator to support the daily operations of the Study Abroad Office. This position will provide initial student advising, assist in managing semester and summer study abroad opportunities, and promote these opportunities to the wider UNH community.

Primary responsibilities include:

- Advising students who wish to participate in study abroad program including advising regarding program selection, applications, financial aid, health and safety
- Updating the Studio Abroad database, student files and preparing regular data reports
- Responding to inquiries regarding student billing and finances
- Assisting in designing, developing and leading orientation sessions and intercultural workshops
- Developing regular study abroad programing and promotional events in collaboration with other departments and student groups
- Assist with summer study abroad programs including development, promotion, recruitment, application processing, course approvals and health & safety.
- Assist in managing the peer advisor program and work with Director on expanding the existing program
- Assist with daily operations in relation to CEA School of Record Agreement

Qualifications:

- Bachelor's degree required, Master's preferred
- Strong interpersonal and cross-cultural communication skills
- Excellent administrative and computer skills with a strong attention to detail
- Knowledge of a second language and experience studying and/or working abroad
- Knowledge of international programs, experience working in a university setting preferred
- Working knowledge of Microsoft Office, Studio Abroad, and Adobe Creative Suite is desirable

To apply, please email hrdept@newhaven.edu
You must reference the search # in the subject line of the email for consideration.

UNH is an Equal Opportunity, Affirmative Action Employer