

STUDY ABROAD PROGRAM ASSISTANT

General Job Description

Study Abroad Program Assistants support RCNJ Faculty Program Directors, the Roukema Center for International Education (RCIE), and on-site program partners (if applicable) with the execution of study abroad and off-campus programs. They report to the Faculty Program Director and participate in pre- and post-program preparation/debriefing with the RCIE team, other Program Assistants, and/or other staff, as appropriate. Detailed program-specific responsibilities are determined case-by-case. Study abroad programs have been initiated and are led by RCNJ Faculty members in a variety of academic disciplines. The Roukema Center for International Education provides support and guidance for logistical planning, marketing, pre-program orientation, student support, and program evaluation. The Program Assistant assists the RCNJ Faculty Program Director with program logistics, assuring health & safety, supporting student diversity, supporting program evaluation, mentoring students, and other tasks as assigned by the Faculty Program Director and RCIE. The Program Assistant supports and participates in pre-departure recruitment and orientation efforts and post-program debriefing and evaluation. Program conditions generally require 24/7 availability as backup to the faculty director. A training workshop will be provided to the Program Assistant to ensure they feel fully supported and prepared to complete the tasks assigned to them. Preparatory materials will be conveyed electronically to assistants hired abroad or are otherwise unable to attend a training workshop.

Duties include:

- Help plan, organize and carry out pre-departure orientation and re-entry activities for assigned programs, and assist with other cross-cultural educational programs as requested.
- Represent & comply with RCNJ's Policies and Procedures
- In cooperation with RCIE, organize and attend marketing & recruitment events.
- Co-administer on-site orientation, re-entry session and post-program evaluation, in partnership with the Faculty Program Director and RCIE.
- Coordinate communication between the program and the Roukema Center for International Education.
- Other duties, as assigned by the Faculty Program Director and/or RCIE

Qualifications

REQUIRED EXPERIENCE

- Bachelors degree, preferably with an international focus, or exemplary participation in an earlier iteration of the program for which the assistant is hired
- Study, employment, travel, or residence abroad
- Ability to relate well to diverse students, faculty, and staff, especially in a team setting
- Demonstrated ability to write well & be organized
- Ability to use personal computers and word processing, spread sheet, and publications software
- Ability to function in written and spoken English
- Student affairs and/or leadership experience
- Conversational ability in primary host country language

PREFERRED EXPERIENCE

- Master's degree, preferably with an international focus
- Prior experience in a higher education setting working with study abroad or extended off-campus programs
- Experience with public presentations
- First aid certified
- Experience with crisis situations
- Experience managing budgets

Applications will be accepted until the positions are filled.