Position Announcement: Study Abroad Student Coordinator
College of Engineering, International Programs
The HUB

The College of Engineering is now accepting applications for two (2) Student Coordinators for Study Abroad. The Student Coordinator is a member of a small team reporting to the Coordinator for International Programs. New appointees will train between 5-10 hours per week for one term and then work 10 hours per week in following terms. This is an exciting opportunity for globally-minded individuals to help engineers gain international experience!

Primary Responsibilities:

- Advise engineering students on study abroad program selection
- Assist engineering students with study abroad course approvals
- Deliver study abroad information sessions for engineering students
- Maintain a database of student records pertaining to study abroad
- Respond to student inquiries via email and phone
- Represent engineering study abroad at campus recruitment/outreach events
- Design and develop study abroad marketing materials

Required Qualifications:

- An interest in studying, working, or interning abroad
- Professional-level interpersonal and communication skills
- The ability to multi-task and prioritize
- Attention to detail and strong organizational skills
- Proficiency with Microsoft Office software

For consideration, interested students should send a resume, expected OSU graduation date, and cover letter detailing their qualifications to Mr. Caine Francis at caine.francis@oregonstate.edu by Tuesday, January 21st, 2014.