ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Fordham Granada and London Centre Program Adviser

DEPARTMENT: Office for International and Study Abroad Programs (ISAP)
Office of the Provost, Rose Hill

RESPONSIBILITIES:
- Principal advisor for Granada and London Centre programs.
- Manages key enrollment processes including student registration, housing selection, visa advising, and pre-departure orientation in collaboration with the Director, Granada and London Centre staff, and other university offices.
- Develops and implements a recruitment strategy for internal and external students. Liaises with external partners in an outward-facing role. Manages the relationships with new and existing partners for assigned portfolio of programs.
- Manages recruitment and advisement materials including program websites, email campaigns, printed materials, fairs, and other events with a particular focus on social media platforms.
- Serves as primary contact for Granada and London Centre study abroad students in New York to include providing information and guidance to potential applicants, current applicants, current participants, past participants, parents, and Fordham colleagues regarding study abroad opportunities, policies, and procedures.
- Works closely with staff in the organization of study abroad events such as fairs, advising sessions, orientation and pre-departure sessions with emphasis on health, safety, and risk management. Facilitate biannual pre-departure sessions for portfolio of programs.
- Coordinates activities for returning students in collaboration with other advisors, faculty, and staff. Develops a robust peer advisor program for London and Granada programs.
- Attends, as requested, study abroad fairs to promote Fordham Abroad Programs.
- Member of the Review Committee, which reviews applications and maintains Fordham’s Roster of Study Abroad Programs and Study Abroad Guidelines and Policies.
- Maintains involvement with professional associations, including attending conferences, presenting, and/or volunteering for leadership roles.

QUALIFICATIONS:
- Bachelor’s Degree preferred
- A minimum of one year of experience advising students on options for study away, developing and managing information sessions, and creating marketing materials and campaigns
- Knowledge of various study away models
- Effective communication and excellent technological, organizational, and multi-tasking skills
- Experience with using Terra Dotta.
- Excellent judgment and ability to deal with difficult situations, including emergencies and crises abroad
- Demonstrated ability to work effectively both as a member of a team and independently
- Experience living or studying abroad is preferred

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: rjoseph@fordham.edu

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Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories