



Graduate Assistant Job Description

Job Title: Study Abroad Advisor

Department: Study Abroad and International Programs, Student Success Center

Reports to: Mary Aurora Grandinetti, Director of Study Abroad and International Programs

Summary:

The Study Abroad Advisor will be responsible, in conjunction with the Director of Study Abroad and International Programs, for supporting students before, during, and after their international experiences. The Study Abroad Advisor will provide financial, social, personal, academic, and cultural guidance for Bellarmine students who are preparing to study abroad, both in individual and group settings. This position will also support students as they return from international experiences ensuring a smooth transition back into the BU community.

Study Abroad and International Programs (SAIP) is housed within the Student Success Center at Bellarmine University. Our mission is to empower students to take ownership of their own learning and development in order to become critical, engaged lifelong learners. We view study abroad and other international experiences as a key practice in helping students gain a deeper understanding of themselves and the world around them.

Essential Functions:

Major Tasks and Responsibilities

- Provide individualized support for students as they prepare for international experiences
 - Communicate regularly with students to provide guidance on application processes, scholarship opportunities, travel preparation, and academic policies
- Assist in the development and facilitation of education programming
 - Assist with design and delivery of pre-departure and reentry educational programming for study abroad students
 - Lead informational group advising sessions for students interested in studying abroad
 - Supports administrative functions of study abroad programs
- Expand awareness of academic offerings of Study Abroad and International Programs (SAIP)
 - Develop or engage with new marketing strategies to reach targeted groups (prospective, athletes, first-generation, etc.) such as facilitating group advising sessions, creating targeted outreach materials, utilizing social media to connect with populations

- Assist with SAIP efforts to provide accessible and streamlined resources to students, faculty, and staff which may include creating materials to assist with the following:
 - Study abroad course catalog
 - Financial planning for study abroad
 - Navigating the course approval process for study abroad

Required Qualifications:

Must be a regularly admitted graduate student in good academic standing in their program and school. They must maintain active status throughout the duration of the graduate assistantship. Must be able to regularly work between 10 and 13 hours a week.

Education, Knowledge, Skills, Abilities:

Bachelor’s degree in a related area required.
 Interest in working with multicultural initiatives.
 High level of interpersonal communication skills.
 High level of organizational skills, especially in an academic setting.
 Commitment and ability to work effectively with a culturally diverse campus population.
 Proficiency in Microsoft 365 (Word, Excel, Outlook, Teams, etc.).

Preferred Qualifications:

Personal experience studying, traveling, and/or living abroad.

Supervisor Responsibility:

Graduate assistant may supervise student workers, but scope of supervision is minimal.

Work location:

This position will primarily be in-person, with the primary working location in the Student Success Center. This position may also include occasional, optional remote work, if necessary.

Note:

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor.

Human Resources Use:

| | |
|-------------------|-------------------|
| FLSA: | Job Group: |
| CUPA Code: | Grade: |

Date approved:
Approved by:

Last revised:
Revised by: