



Organization: IEP

Position Title: Campus Consultant

Location: Plymouth State University – Plymouth, NH

Hours: Full-Time, Exempt: 40 hours/week

Anticipated Start Date: July 2019

Position Description

IEP, a Global Educators (GE) company, is a consulting firm assisting US universities and providers in the development, management, and oversight of their education abroad initiatives. This full-time consultant position is housed at our campus-based office at Plymouth State University. Responsibilities and duties as a Campus Consultant at Plymouth State University are to advise students interested in education abroad programs and to oversee all students and faculty groups while they are abroad.

The Campus Consultant will report within IEP to the Director of Operations. On campus, the Campus Consultant will report to the PSU Director of the Global Engagement Office (GEO).

Specific Duties

- Advise students on PSU education abroad opportunities (faculty-led, GE affiliate providers, direct enroll, exchange)
- Assist in establishing and maintaining education abroad policies and procedures
- Collaborate with necessary PSU offices/departments to ensure complete student support throughout the application process
- Update and manage program content via website, social media and print pieces
- Plan and implement campus marketing and outreach activities
- Provide pre-departure orientations to outgoing education abroad students each term
- Manage student applications for all PSU education abroad programs
- Perform administrative tasks such as data entry, email correspondence and phone calls, etc.
- Assist in curriculum mapping projects and creation of other advising tools for the office
- Risk management oversight such as, but not limited to, mitigating program risk through research of locations of travel and assisting a student or faculty in a student-specific or country-specific incident
- Recruit, train and supervise Peer Advisors
- Implement IEP initiatives to meet goals established in IEP strategic plan, including:
 - Initiate collaboration with key departments and offices to grow enrollment on GE programs
 - Update data on a bi-weekly schedule and use for decision making
 - Facilitate introductions to GE companies as appropriate
 - Establish and achieve our campus enrollment goals and work to increase IEP (GE) participant enrollments through the creation of new materials, techniques, data monitoring, etc.
- Participate in weekly IEP Team Meetings and weekly check ins with IEP supervisor
- Travel and participation in IEP team trainings bi-annually
- Support International Student programming, as needed
- Other duties as assigned



Qualifications

- Bachelor's degree required
- International study, intern, and/or volunteer experience
- Two years of professional work experience
- Ability to represent IEP at PSU with enthusiasm, integrity, accuracy, and in the spirit of its mission
- Interest in promoting education abroad programs, whether it be study, volunteer, or intern
- Organized, professional, energetic, flexible, independent, creative!
- Strong communication and public speaking skills
- Ability to compose high quality written communications with faculty and staff
- High degree of accuracy and attention to detail
- Ability to multi-task, take initiative, and prioritize tasks in a deadline driven environment

Physical Demands

- Ability to lift or maneuver up to 50 pounds
- Ability to continuously stand or walk
- Ability to bend, squat, climb stairs, and lift frequently

Accountability/Evaluations

IEP believes in the value of frequent communication regarding employee performance. IEP utilizes a 6 week coaching strategy throughout the year to foster regular communication between employee and supervisor, implement short term goal setting, and assess effectiveness. In addition, all IEP employees have bi-annual reviews which take place in February and August.

Salary and Benefits

- Competitive annual salary, paid bi-weekly
- Company-sponsored health, dental, and vision insurance
- Medical and Dependent Care flex-spending accounts
- Wellness program
- Parental leave (after 3 months) - 8 weeks paid time off for newborn/newly adopted children
- 401(k) plan after 1 year of employment, with company match
- IATA Travel Agent status
- Extensive training and professional development
- Paid vacation, sick days, and 10+ IEP holidays (including Winter Holiday from December 25th through January 1st)
- Fun, innovative, and flexible work environment
- International travel opportunities available



Application Details

- Submit your cover letter, resume, and two professional references to: info@iepabroad.org
- Qualified candidates will be contacted for an interview: no phone calls please
- Applications will be accepted through Friday, June 14, 2019

IEP provides equal opportunity to all people regardless of age, race, religion, color, sex, gender, sexual orientation, national origin, or physical or mental disability. Equal opportunity applies to hiring, placement, promotion, salary determination, and all other conditions of employment. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document upon hire. By submitting your application materials to us you are also providing explicit consent for our Human Resources department to process that data within reasonable limitations under the scope of consideration for your employment.