Job Detail Report

**Term:** FA/2012 ([ALL])

**Job Title:** International Student Advisor - The N.U.in Program Co-op  Fall/2012 (6 Mo Co-op)

**Job Description:**
This is an innovative program for Northeastern University spring-admitted freshmen students who study abroad for their fall semester. They matriculate to NU the following spring. The co-op, International Student Advisor (ISA), in this position will work as a peer advisor, educator, guide, role model, and support person to students who will be traveling on this program. Additionally, the co-op will work cooperatively as a member of a team ensuring the safety and wellbeing of students and contributing to the development and overall success of the program. Simultaneously, the co-op will need to balance his/her own pressures of living abroad and personal responsibilities with the professional responsibilities listed below.

**Pre-Departure Responsibilities:**
- Participate in N.U.in Staff Training
- Complete online training modules prior to departure
- Complete 20-30 hours of office duties
- Participate in all Student Pre-departure Orientations
  - Assist in developing, facilitating and delivering Pre-departure Orientations
- Maintain on-going Communication and Assistance
  - Communicate with parents and students
  - Assist N.U.in team in Boston as needed

**Primary Responsibilities While Abroad:**
- Maintain the safety and well-being of the students by serving as a 24/7 primary contact for students
- Act as a Resident Advisor
  - exercise excellent judgment in supervision, emergency response, and policy interpretation and implementation
- Assist in facilitation of the Global Experience course
  - Serve as a TA
  - Grade student blogs
- Coordinate and supervise service learning opportunities
- Coordinate free and low-cost programming
- Build community abroad
  - develop and lead social, educational, and stress management activities
  - serve as resource to freshmen students and ambassador to our partner institutions
- Act as a mentor, role model, tutor, and support person
  - create an environment that is conducive to social and intellectual growth and
  - help ensure academic success for students who are new to the academic environment
- Be an ambassador for Northeastern
  - exhibit knowledge of, and enthusiasm for, NU
REQUIRED COMMITMENT: (These are absolutely mandatory)

*note:* This is a July – December co-op, please plan to be available for the full cycle.

- Phase 1—Pre-Departure
  - Training: online and in-person
  - Pre-Departure Orientations
  - Administrative duties on campus

- Phase 2— On-site
  - Programming
  - ResLife duties
  - Office duties
  - Other duties as assigned

- Phase 3—Debrief
  - Final reports

Compensation: In addition to a stipend, the co-op will receive:

- R/T flight
- Housing (accommodation type will vary depending on site)
- Program-related travel costs will be covered (transportation, lodging and meals on sponsored trips)
- Any housing in Boston is covered ONLY for the training Pre-departure Orientation dates

What We Are Looking For:

**Professional Experience**

- Experience working, studying, or living abroad
- Experience as a Resident Advisor, camp counselor, or similar role
- Proven leadership experience
- Ability to work well in a team
- Ability to multitask in a fast-paced work environment
- Ability to supervise those close in age
- Proven high levels of professionalism

**Personal Qualities**

- Flexibility, flexibility, flexibility!
- Excellent problem solving skills
- Intercultural sensitivity/global awareness
- Ability to cope with and manage stress
- Enthusiasm for Northeastern University
- Motivation, independence, enthusiasm, and self-initiative
- Willingness to confront difficult situations
Special Application Procedure:

**DEADLINE:** Applications will be accepted and reviewed on a *rolling basis* with priority given to those received by **March 15th, 2012**.

In order to be considered by the N.U.in Staff as an ISA applicant, you must have accomplished the following tasks:

1. Talk with your co-op coordinator to be placed in the correct pattern of attendance (co-op in Summer 2/Fall).
2. Update and review your resume, upload a new one to COOL, get released (by your co-op coordinator) to see jobs in myNEU COOL
3. Review the International Student Advisor job description
4. Rank job as “very interested” AND “request to apply”
5. Complete the supplemental application – you will not be considered until this is done.
   Supplemental application at this link: https://docs.google.com/spreadsheet/viewform?hl=en_US&formkey=dDc5TVpzVURZNIU2U3Jamoam55ZfXGc6MQ#gid=0
6. Attend an interview if invited. There will be multiple rounds of interviews.

*Please note: You may not apply to a particular location. ISAs are placed based on the suitability of the needs of the N.U.in site with the candidates skill set.
Attend an interview if invited. There will be multiple rounds of interviews.

More information on The N.U.in Program, including a detailed description of ISA responsibilities can be found at:

http://www.northeastern.edu/admissions/NUin/
http://www.northeastern.edu/ashcoop/students/resources_current/fa09_coop_tips/nuin_information/

Company Name: NU-Global  
Employment Type: Undergraduate Coop  
Minimum GPA: 2.70

Contact E-Mail: nuin@neu.edu  
Location: International  
Industry: Education/Training