Are you adventurous and outgoing? Are you excited by the prospect of traveling and immersing yourself in new cultures? Are you enthusiastic about Northeastern? Interested in leading a group of freshman students abroad in countries such as England, Greece, Costa Rica, Australia and Ireland? Then the N.U.in ISA position may just be the perfect co-op for you!

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

Required Commitment (these are absolutely mandatory):
• This is a July – December co-op, please plan to be available for the full cycle.
• The dates outlined in the General Timeline below are absolutely mandatory
• Please note all ISAs are required to live in Boston from July 1- Program Departure Date (varies by location)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Dates*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Training:</strong>&lt;br&gt;• Information regarding The N.U.in Program and review of location specific material&lt;br&gt;• Room and board not provided. Co-op student is responsible for making arrangements to live in Boston from July 1-their departure abroad</td>
<td>Boston</td>
<td>July 1-Program Departure (Varies by location) July 4th off</td>
</tr>
<tr>
<td><strong>Pre-Departure Orientation I &amp;II (PDO):</strong>&lt;br&gt;• Logistical Prep, implementation and clean up before, during and after PDOS&lt;br&gt;• During PDOS-ISAs live in residence halls (as RAs with N.U.in students at no charge)</td>
<td>Boston</td>
<td>July 11-16</td>
</tr>
<tr>
<td><strong>Administrative Tasks and Continuous Staff Training:</strong>&lt;br&gt;• Tasks and training vary by ISA; tasks will be assigned by N.U.in professional staff to fulfill pre-departure program needs (3 days per week)&lt;br&gt;• Please see note regarding room and board in the “Staff Training” box above</td>
<td>Boston</td>
<td>July 17-Program Departure (Departure dates vary by location)</td>
</tr>
<tr>
<td><strong>The N.U.in Program</strong>&lt;br&gt;• Programming&lt;br&gt;• Residential Life duties&lt;br&gt;• Office administrative duties&lt;br&gt;• Other task as assigned&lt;br&gt;• Debriefs&lt;br&gt;• Final reports</td>
<td>Abroad (On-Location)</td>
<td>Program Departure-December (Varies by location)</td>
</tr>
</tbody>
</table>
Pre-Departure Responsibilities:

- Attend N.U.in Staff Training and complete all pre-departure assignments
- Assist in all Participant Pre-departure Orientations
  - By developing, facilitating and delivering Pre-departure Orientations
- Maintain on-going Communication and Assistance with the Boston N.U.in Team and Site Director(s)
- Assist N.U.in team in Boston Office with all pre-departure administrative tasks as assigned (3 days per week after completion of staff training and Pre-Departure Orientations)

Primary Responsibilities While Abroad (details will vary by location and assigned to ISAs by Site Director or Assistant Site Director and may be on a rotating schedule):

In addition, ISA(s) responsibilities include but are not limited to the following key areas:

**Community Development**
- Build community abroad
- Coordinate programming with the supervision of SD and/or ASD
- Be an ambassador for Northeastern University
  - Exhibit knowledge of, and enthusiasm for NU

**Resource and Education**
- Assist in facilitation of the Global Experience course
- Assist Site Director, Assistant Site Director and partners with service learning
- Act as a mentor, role model, tutor, and support person
  - Create an environment that is conducive to social and intellectual growth
  - Help ensure academic success for participants who are new to the college academic environment

**Policy Enforcement/Safety and Emergency Response**
- Maintain the safety and well-being of the participants by being on-call and serving as a **24/7 primary contact** for the participants
  - Conduct rounds at residence hall (varies by location)
  - Complete documentation as necessary
- Act as a Resident Advisor
  - Exercise excellent judgment in supervision, emergency response, and policy interpretation and implementation

**Administrative Tasks**
- Administrative tasks to include but are not limited to creating spreadsheets, emailing, printing, and social media updates
  - Develop and lead social, educational, and stress management activities
  - Serve as resource to freshmen participants and an ambassador to our partner institutions
Remuneration co-ops will receive:

- Stipend (TBA – it was $5,000 in 2012)
- While in Boston, on-campus room and board only provided during Pre-departure Orientations (ISAs to live in residence halls with N.U.in participants.) Note that transportation to Staff Training and PDOs in Boston is not included.
  * Co-ops are responsible for obtaining housing during their time in Boston between July 1st and departure to their location.
- R/T flight to site location
- On-site (abroad) Room and Board (accommodation type will vary by site)
- Reimbursement for required international visa application fees

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

What We Are NOT Looking For:

- Candidates looking for a holiday
  – While this is a very exciting and rewarding position, it is also a very demanding one and ISAs must work very hard to be successful in this role.
- Candidates planning to do extensive travel
  – ISAs will have the opportunity to travel on N.U.in sponsored group trips. However, there is little time for independent travel.
- Candidates needing an extensive social network to be happy
  – While ISAs are certainly not alone, some students find it hard to live abroad and be removed from their friends and family back home.
- Candidates who lack independence and self-motivation
ISAs must have the ability to take initiative, plan, and lead participants without constant supervision.

• Candidates interested solely in their own experience
  • While this is a great opportunity to experience an entirely different type of co-op, ISAs are there to enable and improve the participants’ experience.

Special Application Procedure:

DEADLINE: All Steps below must be completed in order and done by March 15, 2013.

Note: Applications will be accepted and reviewed on a rolling basis beginning January 21st, 2013.

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 in myNEU COOL
4. Rank job as “very interested” AND “request to apply” in myNEU COOL
5. Complete the supplemental application – you will not be considered until this is done. Please click here for the Supplemental Application.
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.

For more information on The N.U.in Program, please visit:
http://www.northeastern.edu/ashcoop/students/resources_current/fa09_coop_tips/nuin_information/

Company Name: NU-Global
Contact E-Mail: nuin@neu.edu
Location: International

Employment Type: Undergraduate Co-op
Minimum GPA: 2.70
Industry: Education/Training