[x] Job located internationally
[x] Special Information: Stipend + International housing and travel covered

Are you adventurous and outgoing? Are you excited by the prospect of traveling and immersing yourself in new cultures? Are you enthusiastic about Northeastern? Are you interested in leading a group of freshman students abroad in countries such as Australia, England, Greece, or 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 a unique opportunity for freshmen accepted for Spring Admission to Northeastern University. Participants study with one of our international partner institutions around the world during the Fall Semester and enter Northeastern University in the spring. Partner universities or institutions abroad provide academic courses to the participants while N.U.in staff provide on-site leadership and support services.

The co-op International Student Advisor (ISA) will support participants by acting as a peer advisor, guide, and role model. The co-op ISA will work cooperatively to ensure the safety and well being of participants. ISAs will contribute to the development and overall success of the program. Additionally, the ISAs are responsible for balancing living abroad with the personal and professional responsibilities listed below.

The N.U.in Program is a unique opportunity for freshmen accepted for Spring Admission to Northeastern University. Participants study with one of our international partner institutions around the world during the Fall Semester and enter Northeastern University in the spring. Partner universities or institutions abroad provide academic courses to the participants while N.U.in staff provide on-site leadership and support services.

We are hiring for International Student Advisors for each of the following locations (locations are subject to change):

- Australia
- England
- Greece (Greek language skills desirable)
- Ireland

Under the guidance of the Site Director (SD), the Assistant Site Director (ASD) and the Director of The N.U.in Program, the co-op International Student Advisor (ISA) will support N.U.in participants as a peer advisor, guide, and role model. The ISAs will work cooperatively to ensure the safety and well being of participants. ISAs will contribute to the development and overall success of the program. Additionally, the ISAs are responsible for balancing living abroad with the personal and professional responsibilities listed below.

**Required Commitment (these are absolutely mandatory):**

- This is a June 30 – December co-op - please plan to be available for the full cycle;
- Please plan to be available from June 30 – late December;
- Please note all ISAs are required to live in Boston from June 30 - Program Departure Date (varies by location).
<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Dates*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Orientation</td>
<td>Online</td>
<td>Mid to late June</td>
</tr>
<tr>
<td>Staff Training</td>
<td>Boston</td>
<td>June 30 - Program Departure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Varies by location)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>July 4th off</td>
</tr>
<tr>
<td>Pre-Departure Orientation I &amp;II (PDO)</td>
<td>Boston</td>
<td>July 11-15</td>
</tr>
<tr>
<td>Administrative Tasks and Continuous Staff Training</td>
<td>Boston</td>
<td>July 17-Program Departure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Departure dates vary by location)</td>
</tr>
<tr>
<td>The N.U.in Program – On Location:</td>
<td>Abroad</td>
<td>3-4 Months from July-December</td>
</tr>
<tr>
<td>• Programming;</td>
<td></td>
<td>(Varies by Location)</td>
</tr>
<tr>
<td>• Residential Life Duties;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Office administrative duties;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Debriefs;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Final reports abroad;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Other tasks as assigned.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please note - this timeline is for general planning purposes: actual dates and activities will be provided upon employment offer.

Prior to traveling abroad, the International Student Advisor is expected to:

- Attend and participate in N.U.in staff training both online and in Boston, MA;
- Assist in the development, execution and facilitation of N.U.in student Pre-departure Orientation in Boston (please note that transportation to orientation is not provided, meals and housing are provided);
- Assist with pre-departure preparations and planning activities as assigned by the Boston staff;
- Maintain on-going Communication and Assistance with the Boston N.U.in Team and Site Staff;
- Assist the N.U.in Boston office with all pre-departure administrative tasks as assigned (approximately three days per week after completion of staff training and Pre-Departure Orientations)
Primary Responsibilities while abroad, the International Student Advisor is expected to (details will vary by location):

**Programming:**
- Build a N.U.in participant community;
- Coordinate, plan, and execute in-city programs with the supervision of SD and/or ASD;
- Assist in the chaperoning and execution of N.U.in sponsored excursions throughout the location;
- Be an ambassador for Northeastern University;
- Work with SD and ASD around the marketing and promotion needs to ensure student participation programs and excursions.

**Academics:**
- Assist SD and ASD in the facilitation of the one-credit Global Experience course;
- Assist SD, ASD and partner institution with Service-Learning operations;
- Act as a mentor, role model, tutor, and support person;
  - Create an environment that is conducive to intellectual growth;
  - Help ensure success for participants who are new to the college academic environment.

**Student Affairs:**
- Participate in site-staff on-call duty rotation in order to maintain the safety and well-being of the participants;
  - Serve as a 24/7 primary contact;
  - Conduct rounds at residence hall(s) (varies by location);
  - Complete documentation as necessary;
  - Exercise excellent judgment in emergency response, policy interpretation and implementation;
- Facilitate conflict mediation for N.U.in participants.

**Administrative Tasks**
- Attend meetings via Skype with N.U.in Boston staff as necessary;
- Participate in a final debrief session before the conclusion of the program with N.U.in Boston staff;
- Administrative tasks to include but are not limited to creating spreadsheets, emailing, communications (emails and newsletters), 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 institution;
- Perform other administrative tasks as necessary.

**What We Are Looking For:**

This highly demanding position requires a significant amount of patience, flexibility, assertiveness, diplomacy, and self-initiative, as well as substantial experience living abroad and working under stressful conditions. The successful candidate will possess the following:

- Experience working, studying, or living abroad;
- Experience as a Resident Advisor, camp counselor, or similar role;
- Flexibility and ability to multitask in a fast-paced work environment;
- Proven high levels of professionalism;
- Excellent problem solving skills;
• Intercultural sensitivity/global awareness;
• Enthusiasm for Northeastern University;
• Willingness to confront difficult situations;
• Proven ability to work well under stressful conditions;
• Ability to take actions that satisfy diverse interests while achieving the goals of The N.U.in Program;
• Must be willing to work long hours as necessary as well as significant weekend and evening hours.

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, 2014.
Note: Applications will be accepted and reviewed on a rolling basis beginning February 4, 2014.

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 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. 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 this [link](#)

If you would like to read a student’s Reflection brochure on being an ISA, go [here](#), (scroll down to NUin)

Coordinator - Lisa Worsh