



## **JOB ANNOUNCEMENT: Enrollment Counselor**

This position announcement is for an Arcadia-based International Education Enrollment Counselor who will work full-time for the Alliance for Global Education. This is a perfect position for an Alliance alumnus who is interested in beginning a career in international education.

- Deadline for submitting a résumé and cover letter to [jobs@allianceglobaled.org](mailto:jobs@allianceglobaled.org) is this Friday, February 24, 2012.
- Applicants must be available to start immediately.
- Applicants must be able to relocate to the Philadelphia area; the position is based in Glenside.
- A strong preference will be given to applicants who are alumni of our China programs.

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### ***Description***

The College of Global Studies at Arcadia University seeks an International Education Enrollment Counselor. The ideal candidate would have international experience, excellent communication and interpersonal skills, administrative experience, and familiarity with information management systems. Bachelor's degree required.

### ***Duties and Responsibilities***

The Enrollment Counselor will be responsible for application and admission processes for The College of Global Studies' programs. They will be responsible for working directly with students through the admission process to ensure a complete and thorough review of all applicants, providing a high level of support and interaction. They will be expected to work closely with Arcadia staff located locally, around the United States and in Arcadia Centers located overseas, as well as Arcadia program partners worldwide.

### ***Principle Duties and Responsibilities***

- Manage and review student applications for acceptance.
- Maintain accurate and current information associated with program responsibilities and ensure this information is shared through appropriate channels.
- Advise students, parents, and university contacts on the opportunities associated with studying abroad with The College of Global Studies.
- Help manage student expectations, as related to international and academic opportunities.
- Work collaboratively with staff at The College of Global Studies to ensure application process is maintained efficiently.
- Travel internationally and domestically.

***Qualifications***

- Engaging individual with strong communication and interpersonal skills
- Highly organized, detail oriented, and motivated individual
- Administrative experience and familiarity with information management systems
- International experience highly preferred
- Ability to multi-task and coordinate various activities
- Ability to work independently and collaboratively
- Bachelor's degree required

***Supervision***

This position reports to the Director of Student Services at The College of Global Studies.