

## **Spanish Studies Abroad**

### **The Center for Cross-Cultural Study – Amherst, Massachusetts**

Specializing in academic and cultural travel programming in Spanish-speaking countries

**Job title:** Institutional Relations Coordinator, West Region

**Location:** Remote, located near a major airport in the proposed area of coverage which includes, but is not limited to: MT, WY, CO, NM, WA, OR, ID, UT, AZ, NV and CA.

**Start Date:** Summer 2019

**Job Description:** As a member of the U.S. team, the Institutional Relations Coordinator is a remote position that reports to the Institutional Relations Manager (based in Amherst, MA) and is responsible for maintaining and building relationships with academic contacts at colleges and universities, recruiting students to study on Spanish Studies Abroad programs, and working to develop new strategies for marketing and recruitment to contribute to overall sales objectives for each semester and academic year. This full-time position includes extensive travel within the designated region of the U.S. with some coverage outside of the region as needed.

#### **Primary Responsibilities:**

- Maintain and strengthen ongoing relationships with administrators, faculty, and advisors at client institutions and potential partner institutions
- Schedule and coordinate personal recruiting travel
- Actively recruit students on their home campuses through informational sessions, academic meetings, study abroad fairs, and classroom visits in English and Spanish
- Participate in organized follow-up with student inquiries and applicants
- Strategize to develop new marketing and recruiting techniques and materials

#### **Requirements:**

- Bachelor's degree
- Personal study abroad experience (preferably in a Spanish-speaking country)
- Proficiency in the Spanish language (reading and speaking)
- Excellent social and verbal communication skills, public speaking experience
- High level of enthusiasm and energy
- Excellent organizational and multi-tasking abilities, command of business and presentation software
- Ability and willingness to travel frequently (domestically), especially during peak recruiting season
- Experience working remotely and independently as part of a team
- Sales or recruiting experience preferred

\* Regional area of coverage may be expanded to include additional states depending on recruiting needs

**Please send resume and cover letter to the Institutional Relations Manager, Nicole Jacobson at [Nicole.Jacobson@spanishstudies.org](mailto:Nicole.Jacobson@spanishstudies.org)**