



Spanish Studies Abroad

The CENTER for CROSS~CULTURAL STUDY

Excellence in Spanish Studies Since 1969

Spanish Studies Abroad

The Center for Cross-Cultural Study – Amherst, Massachusetts

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

Job title: Admissions Advisor

Start Date: May/June 2019

Job Description:

The Admissions staff is a team overseeing applications by designated regions. The Advisors work with students through the admissions process from guiding initial applicants to providing pre-departure and post-program support. Based in our Amherst, MA headquarters, the Advisors work closely with the Admissions Manager, Academic Director, on-site staff, and the Institutional Relations department to ensure that all applicant needs and questions are met in a timely and accurate manner.

Primary Responsibilities:

- Be the main contact for students to all Spanish Studies Abroad programs
- Conduct close monitoring of applicant progress and timely follow-up with students by phone and email
- Properly advise applicants through our application process and our programming options (for example: course selection, housing preferences, and internship opportunities)
- Manage student application files through our online database system
- Process acceptance letters and visa materials and advise students on visa process
- Work closely with on-site staff regarding applicant progress and programming details
- Input grades and process transcripts for students post-program

Requirements:

- Bachelor's degree
- Personal study abroad experience (preferably in a Spanish-speaking country)
- Proficiency in the Spanish language (reading and oral comprehension)
- Strong written and verbal communication skills
- Excellent organizational and multi-tasking abilities
- Customer service experience

Please send resume and cover letter to Abbi Eidt, Admissions Manager, at abbi.eidt@spanishstudies.org.