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, Southeast Region  
**Location:** Remote, located close to a major airport in the Southeast U.S. (Baltimore, DC, Atlanta, Charlotte preferable)  
**Start Date:** mid-August, 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 and Director of Recruitment & Marketing (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. (Southeast region includes: MD, VA, WV, KY, NC, SC, TN, GA, FL, AL, MS, AR, LA, OK) 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
- Actively recruit students on their home campuses through informational sessions, academic meetings, study abroad fairs, and classroom visits in English and Spanish
- Personalized follow-up with potential students and tracking through a CRM process
- Strategize to develop new marketing and recruiting techniques and materials
- Generate occasional social media content through meeting with former students and professors
- Schedule and coordinate personal recruiting travel

**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 (fall and spring semesters)
- Experience working remotely and independently as part of a team
- Sales or recruiting experience preferred

Please send resume and cover letter to the Institutional Relations Manager, Nicole Jacobson at Nicole.Jacobson@spanishstudies.org