Study Abroad Student Coordinator

Mission Programs Team (MPT)

Position Description

Supervised by: National Director, Study Abroad

Status: Full-Time (36 hours per week) or Part Time (20 hours per week) / Non-Exempt

Location: Preference for InterVarsity’s National Service Center (NSC) – Madison, WI

To advance the purpose of InterVarsity, this position will facilitate communication, and assist with special projects for the Study Abroad office.

MAJOR RESPONSIBILITIES

**Personal:**

* Be a maturing disciple of Jesus Christ: growing in love for God, God’s Word, God’s people of every ethnicity and culture, and God’s purposes in the world.

**Advise students on study abroad and assist semester program applicants (50%)**

* Manage semester program inquiries. Communicate with students, parents, and university administrators.
* Facilitate communication between our partner provider and universities.
* Track student application progress, following up with applicants.
* Assist students with form completion, petitioning and other requirements for approval.
* Research various aspects of study abroad within the industry, with an eye to financially assist student applicants to our programs
* Conduct follow-up with alumni

**Outreach (45%)**

* Increase awareness of partner program opportunities by InterVarsity staff
* Request speaking engagements at Large Groups and Area Team Meetings for oneself and the team
* Coordinate campus visits with study abroad offices, centers for spiritual life, and graduate faculty
* Develop promotional tools for InterVarsity staff and university staff
* Promote intervarsity program opportunities across various platforms and venues
* Assist with study abroad trainings, team projects and events as directed

Maintain skills and professional growth and partner development (5%)

* Develop a support team and raise 100% of the annual position budget
* Attend workshops and trainings

Knowledge, Skills, and Abilities

* Ability to organize events, manage details, and maintain accurate records and files
* Ability to take charge of tasks and to work both independently and collaboratively
* Ability to work under the pressure of deadlines and to manage timelines

QUALIFICATIONS

* Annually affirm InterVarsity’s Statement of Faith
* Bachelor’s degree or equivalent in education/experience
* Cross-cultural experience in a work or missions environment
* Experience advising university students preferred
* A working knowledge of Microsoft Software applications (Word, Excel)
* Experience with database/client management; preference for experience with a CRM system
* Strong oral and written communication skills including phone skills, use of messaging and skyping with various stakeholders (students, parents, university administrators, InterVarsity staff, etc.)
* Availability for some travel, including international travel, up to 10% of job
* Ability to work occasional evenings and weekends, usually as related to events or travel

Study Abroad Student Coordinator

InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God’s love, grace and truth:

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)