



Study Abroad Advisor

Study Abroad Center

Primary Function: Responsible for advising students on study abroad and National Student Exchange (NSE) programs, guiding them through program selection, eligibility, academic planning, and application processes; supports students before, during, and after their study away experiences, including course selection, credit transfer, and re-entry; recruits students for the study abroad program; organizes promotional events and materials; supervises peer advisors; assists with program development and assessment; manages student billing; monitors international safety and immigration updates; and maintains program-related digital platforms.

Qualifications: Bachelor's degree; excellent communication and customer service skills; and experience working, studying, or traveling abroad required. At least one year of experience in advising, recruiting, orientation, teaching, or student affairs related areas of higher education; experience with study abroad programs; experience with spreadsheets and desktop publishing software; and a working knowledge of at least one foreign language preferred. Student experience will be considered.

Application Instructions: All application materials received by June 28, 2026, will be given full consideration. To apply for this position, please click on "Apply" and complete the Employment Application. The following materials must be attached when applying:

- 1) Resume
- 2) Cover Letter

You will have the opportunity to attach multiple documents when completing the application. Before submitting your online job application, ensure that ALL required materials listed above have been uploaded. Once your job application has been submitted, you cannot make changes. If you have questions regarding this application process, please email careers-support@uni.edu or call 319-273-2422.

UNI is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, ethnicity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or on any other basis protected by federal and/or state law.

The University offers an excellent benefits package including a vacation plan, employer sponsored retirement plans, health and dental insurance, and life and disability insurance. Benefits package details can be viewed at <https://careers.uni.edu/benefits>. Application materials received by **06/28/2026** will be given first consideration. For more information or to apply, visit <https://careers.uni.edu/>. Criminal and other relevant background checks required. UNI is a tobacco free campus.