

PUBLIC FELLOWS PROGRAM

Job Title:	Student Success Officer
Organization:	International Student Exchange Programs
Location:	Arlington, VA
Stipend:	\$67,500 with health insurance for the fellow
Start Date:	September 1, 2017

ORGANIZATION DESCRIPTION

The International Student Exchange Programs (ISEP) (www.isepstudyabroad.org) is a membership organization of 300 colleges and universities in the United States and 52 other countries. ISEP promotes academic and cross-cultural learning through its worldwide community of higher education institutions; facilitates academic mobility through innovative and affordable programs to achieve authentic global learning; and enhances institutional infrastructures for providing a wide range of study opportunities for students.

ISEP's commitment to diversity and access in international exchange and study abroad is rooted in our mission. ISEP programs have provided an international education experience for over 54,000 students since its founding in 1979 under authority of the Fulbright-Hays Act as a program at Georgetown University. In 1997, ISEP incorporated in Washington, D.C., as an independent 501(c)3 organization governed by an international board of directors and is advised on matters related to program development and implementation by an international council of advisors. The organization is supported by institutional membership dues and modest fees for service and is administered by the ISEP global office in Arlington, Virginia.

POSITION DESCRIPTION

ISEP seeks a Student Success Officer to strengthen outreach to underrepresented students in the United States and to coordinate support to ensure their success. ISEP is well known for its commitment to access and diversity in study abroad. Our student profile includes many first-generation college students, those from underrepresented groups, and other non-traditional students seeking to study abroad. However, changing demographics among higher education students call for concerted efforts to broaden inclusiveness in study abroad and to ensure high levels of success.

A key focus of the position will be to collaborate with our US member relations team and targeted US member institutions for special outreach activities to reach particular student demographics. The Student Success Officer will work with campus study abroad offices, faculty, and other entities, such as those focused on diversity, area studies, financial aid, career services, and others, to develop outreach activities and a plan for student support. The Student Success Officer will collaborate with institutions and ISEP staff to create support groups and provide online dialogue and information sharing for specific needs.

Building relationships with faculty is important to ensure that the student's academic program fits with their home institution degree program using ISEP's curriculum integration initiative. A key aspect of the position will also be to develop resources for students and their families to ensure success, such as

This position is *only* available through the Mellon/ACLS Public Fellows program.
You may *not* contact the host institution to inquire about this position.

informational materials for parents of first-generation or minority students. In addition, the Student Success Officer will collaborate with other ISEP staff to integrate new approaches into advising and orientation resources available through the global office and on the ISEP website.

Key duties and responsibilities:

- Design and develop outreach plan in close collaboration with ISEP vice presidents, study abroad directors, and other campus leaders at ISEP member institutions.
- Design and develop advising tools for specific student populations in collaboration with diversity offices, study abroad offices, and other administrators at ISEP member institutions.
- Design and lead workshops and trainings at and with member institutions designed to define goals and objectives for helping target student populations achieve success.
- Collaborate with the Director of Communications and Strategic Partnerships on specific collaborations on diversity and student success with ISEP partners such as Hispanic Association of Schools and Colleges, Historically Black Colleges and Universities, Diversity Abroad, etc.
- Research and report on findings relating to diversity and study abroad.
- Prepare talking points for ISEP colleagues about our commitment to diversity, impact, and results.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Interest in international education;
- Study abroad experience and foreign language proficiency preferred;
- Knowledge of cross-cultural issues;
- Strong written and oral communications skills;
- Strong organizational and administrative skills;
- Ability to work independently and as a member of a team;
- Willingness to travel two to three times per year; and
- Proficient computer skills, including Microsoft Office Systems, database usage, interest in identifying and using current and emerging technologies to support project development.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

This position is *only* available through the Mellon/ACLS Public Fellows program.
You may *not* contact the host institution to inquire about this position.