

CEA Barcelona is looking for a Student Affairs Advisor. Reporting to the Program Director, this is a Full Time position starting in November 2017. We offer competitive salary, based upon experience and qualifications. Find below a job description for your information. Interested suitable candidates please send CV and presentation letter to: [lsalvado@ceastudyabroad.com](mailto:lsalvado@ceastudyabroad.com)

### **CURRENT ROLE AND RESPONSABILITIES**

Facilitates access to medical resources, activities and services that promote students' health, safety and wellbeing and help students reach their best potential while abroad. Enforce code of conduct and policies in escalated and non-escalated behavioral issues, applying disciplinary protocols when necessary. Create and implement initiatives to enhance student outreach.

### **Main Roles and tasks**

- Works on prevention analyzing pre-arrival students information
- Organizes Health and Safety sessions and regularly updates its content
- Manages day to day student incidents including medical appointments, hospitalizations, theft etc...
- Organizes and coordinates all H&S preventive measures
- Assists students with Health Insurance claim forms
- Keeps record of all incidents and actions taken in internal communication system
- Keeps record and analyses relevant Health and Safety information
- Manages relationships with local medical providers
- Coordinates On Call phone and on-call trainings
- Policy enforcement in all escalated issues
- Applies disciplinary measure when needed
- Promotes health awareness, healthy habits and life style among students population
- Identify new needs and trends relative to student affairs. Explores new forms of student outreach.
- Part of the On-call team after office hours for student emergencies
- Attend cultural activities and excursions as assigned

### **Requirements**

- University Degree- Psychology, Education or related Disciplinary
- Masters in Student Affairs a plus
- Fluency in spoken and written English & Spanish
- Experience working/studying in an international environment (within US college preferred)
- Proven experience in education, coaching, counseling, teaching or training preferred
- Experience working with college age students outside of the classroom
- Demonstrated experience with conflict resolution
- Provide a positive and outstanding service to all students during every interaction
- Willingness to work with a team and accept various levels of responsibility. Responsive team player
- Strong communication and interpersonal skills
- Sensitivity and flexibility in dealing with problems and situations
- Candidate must be able to exercise sound judgment, set priorities, and a willingness to adjust as needs of the moment change
- Sensitive and sensible individual. Ability to connect with student and provide pragmatic forms of support
- Responsible and able to work proactively with autonomy
- Ability to maintain confidentiality regarding student records
- Knowledge of the city and its cultural/leisure offer
- Must be legally authorized to work in local country