

# NORTH AMERICAN DIVISION

## JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from North American Division employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

**TITLE OF JOB:** Study Abroad Program Assistant (Regular Full-Time, Non-Exempt)

**DEPARTMENT:** NAD Education (NAD- EDU)

**SUPERVISOR:** VP Education Administration

**LOCATION:** (Columbia, Md)

**POSITION SUMMARY:** Performs diverse office duties for assigned supervisor. Assists in designated administrative details using initiative and sound judgment. Advises department on specific area of study abroad program. Requires knowledge of church policy and organizational structure, a high level of technical (well-developed keyboard/computer, etc.) skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill. Study abroad experience, volunteer abroad experience, or internship abroad experience strongly preferred. Fluency in Spanish and/or French strongly preferred.

### **ESSENTIAL JOB FUNCTIONS:**

- Assists with daily operations of ACA office, including ordering of supplies, equipment, filing, etc.
- Serves as primary contact for all inquiries about ACA programs and procedures, answering inquiries over telephone, email, or video conferences.
- Processes student applications, including preparation of acceptance letters, and all visa documents.
- Monitors visa information through third party service to obtain information from consulates when needed, to advise and assist students on student-visa procedures, student-visa certifications, and documents.
- Procures health and accident insurance for ACA students according to consulate specifications.
- Coordinates, assists with management of and follows-up on insurance claims.
- Assists with preparation of documents and minute-taking of annual meetings of the ACA Board of Directors.
- In conjunction with supervisor, utilizes the NAD Events Management Services to assist with the logistics of periodic ACA conventions.
- Assists with receiving academic transcripts from institutions abroad, and distributes transcripts previously approved by the ACA Director to the registrars of domestic colleges and universities.
- Maintains student files in accordance with recognized and required academic standards and regulations.
- Utilizes the services offered through Information Technology Services, Professional Services, or an authorized contractor to maintain ACA website and App, making corrections directly or coordinating with contracted designee.
- Works with supervisor on corrections, updates, and creation of ACA summer and academic year catalogs, student magazine, brochures, videos, and ads.
- Prepares and arranges for shipment of promotional materials to universities, secondary schools, and other promotional events.
- Maintains lists of recipients of ACA Scholarships and prepares complete enrollment lists of ACA students.
- Assists Director with the coordination of financial activity with NAD Treasury to include accounts payable/receivable and maintenance of all ACA financial records.
- Assists Director with providing necessary information for the annual financial audit with GCAS.
- Compiles invoice billing for NAD colleges and universities for students studying abroad.
- Receives receipts and deposits tuition income for summer and academic year programs.
- Arranges transfer of tuition and other funds to overseas institutions via GC Treasury.
- Distributes student questionnaires during fall/spring academic year quarters and summer programs.
- Summarizes received student questionnaires and passes them on to supervisor for comments and action if needed.
- Assists supervisor in other work-related projects and tasks as requested.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Bachelor's (BA/BS) degree in international business, accounting (helpful and strongly preferred), office administration or business-related field or certification from business

college, including courses, or proficiency, in Microsoft Office Suite, and in WordPress and social media platforms. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

Three years of successful relevant office experience are needed to gain the skills and knowledge required to perform job duties. Mastery of written and spoken English language. *Study abroad experience, volunteer abroad experience, or internship abroad experience strongly preferred. Fluency in Spanish and/or French strongly preferred.*

**KNOWLEDGE AND SKILL:** Requires well developed knowledge of church employment policies and practices. Must exhibit extensive initiative and work with minimal supervision. Adaptable and able to evaluate priorities. Requires attention to details and good time management. Ability to perform office and support duties with speed and accuracy. Must be creative in writing letters and in the handling of office affairs, both regular and special. Requires ability to work in high production office with many interruptions. Must have good problem-solving skills, be flexible and creative. Must have organizational and communicational skills and be able to facilitate good communications among departmental staff, other departments, and outside personnel.

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If interested in the above position submit completed NAD Employment Application, cover letter and resume to [jobs@nadadventist.org](mailto:jobs@nadadventist.org) immediately.

*This notice will not expire until the position has been filled.*

**Posted:**

**Wednesday, February 2, 2022 @ 5:30 p.m.**