

## International Student Advisor Assistant & International Office Support

**Duration:** 10 months (September - July)

**Start date:** 1st September 2024

**Commitment:** 25h per week

**Location:** Hybrid (Sabadell, Spain) - 30 min in train from Barcelona

*Financed through the Erasmus program: you need to ask your home university*

### About us:

At ESDI, we are dedicated to training designers with a unique approach: we aim to cultivate a creative profile, endowed with critical thinking and an exploratory vision of the world. Our students not only learn to design products, services, and environments, but they also become agents of change capable of questioning and engaging with various sectors of society, production, science, and culture.

We have different Design fields: Fashion, Product, Interior, Graphic, Audiovisual and Management.

### Job Description:

The Assistant International Student Advisor & International Office Support will play a crucial role in enhancing the experience of international students at our university: the degree students, the Erasmus students & study abroad students. This position involves supporting program coordinators in facilitating cultural and orientation activities, managing logistics, and providing front office and back office support. The ideal candidate will possess excellent communication skills, a strong sense of intercultural competence, and a dedication to fostering a welcoming environment for international students.

### Key Responsibilities:

#### 1. Student Support and Orientation:

- Assist Head of Department in organizing and leading cultural orientation activities for international students.
- Welcome and provide reception services for students at the school.

#### 2. Front Office Activities:

- Act as the first point of contact for international students, providing information and assistance as needed.
- Address student inquiries and concerns, ensuring a positive and supportive experience.

- Maintain accurate records of student interactions and support provided in our CRM.
- 3. **Back Office Activities:**
  - Assist with the management of enrolments during the first two weeks of classes.
  - Organize and support social and extra-curricular activities aimed at enhancing student engagement.
  - Assist in the grading and generation of Transcript of Records.
  - Collaborate with other university departments to ensure comprehensive support for international students.
  - Aid Head of Department to implement internal improvements in the International Department.

#### **Necessary Skills and Qualifications:**

- **Language Skills:**
  - Excellent communication skills in English and Spanish (B2 or higher), both written and oral.
- **Interpersonal Skills:**
  - We would like to have someone that is motivated and positive in their work.
  - Ability to work effectively with individuals from diverse cultural backgrounds.
- **Organizational Skills:**
  - Strong organizational and time-management skills.
  - Ability to manage multiple tasks and priorities efficiently.
- **Technical Skills:**
  - Management of Google Drive (mandatory)
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
  - Familiarity with student information systems and databases is an advantage.
- **Other Requirements:**
  - A Bachelor's degree in International Education, Student Affairs, Communication, Languages or a related field is preferred.
  - Prior experience in an international student support role or similar position is desirable.
  - This is an internship position through the Erasmus Program.

Interested students can apply sending their CV to [international@esdi.edu.es](mailto:international@esdi.edu.es)