

Building & Continuing a Career in Education Abroad

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Agenda

What are the job types? (Sean)

What are the job competencies? (Julie)

What are the job searches like? (Debbie)

What happens after the job offer? (Kerry)

What are the job types in Education Abroad?

- Administrative Assistant
- Program Assistant
- Coordinator
- Advisor
- Health & Safety Director
- Program Manager
- Director (including Assistant/Associate)
- Dean (including Assistant/Associate)
- Provost (including Assistant/Associate)

Beyond EA:

- Career Office - Int'l Internship Advising
- Int'l Internship Providers
- Service-learning & Volunteer Programs

Consider -

- Operational activity
- Decision-making authority
- Planning scope (short-term vs. long-term strategy)
- Influence on institution

Source: Forum on Education Abroad

Resources for job postings

- HERC New England
- NAFSA Job Registry/Career Center
- Higher Ed Jobs
- SECCUS-L List serv
- The Pie News
- GoAbroad.com
- Lifeafterstudyabroad.com
- Idealist/Indeed/Glassdoor/Craig's List
- LinkedIn
- Themuse.com
- Vault.com

Associations / Conferences

- BASAA
- NAFSA
- Forum on Education Abroad
- Association of International Education Admin.
- Institute of International Education (IIE)
- Diversity Abroad
- NASPA (Student Affairs)
- CEIA (Coops/internships)
- NSEE (experiential education)
- NEACEFE (new england coop. education)

What are the job competencies in Education Abroad?

- Contributing to comprehensive internationalization
- Developing and implementing programs (from a US campus)
- Funding and financing
- Office administration
- Risk assessment and crisis management
- Student advising
- Student health & safety

Source: NAFSA IE Competencies

NAFSA
International
Education
Professional
Competencies™



Competency: Working with individuals and groups

One should be able to:

Basic:

- Deliver career coaching/advising/counseling services through a range of approaches, including individual, drop-in, and group appointments; workshops; and other programs.

Intermediate:

- Lead in the delivery of career coaching/advising/counseling services, including group-based and instructional applications.

Advanced:

- Develop and evaluate new applications for the delivery of career coaching/advising/counseling services, i.e., create new group programs, drop-in/intake services, or credit career planning courses.

Resources for competencies

NAFSA International Education Competencies (free for members, available for purchase)

NACE Professional Competencies for College and University Career Services Practitioners (public/free)

ACPA/NASPA Professional Competencies Rubrics (public/free)

What are the job searches like in education abroad?

Outcomes - What do you want this person to accomplish?

Skills - What actual skills and knowledge must a person possess to achieve the desired outcomes?

Experience - What experience is necessary? What experience is helpful, but not absolutely necessary?

Organizational Alignment - What does the specific environment of this position require? What personal characteristics are helpful in being successful in this position?

Cont'd - job searches in education abroad

What are hiring managers looking for?

- Work experience
- Technical/functional skills
- Competency/Behavioral
- Organizational alignment

Tips for hiring managers:

- Would I ask all candidates this question?
- Is it relevant to the job they will be performing?
- Does it have the effect of being discriminatory?

Resources for job searches

For managers, use :

- your HR resources
- the competencies in the field
- other job postings for guidance

For job seekers, use:

- Your alma mater's career center handbook/website
- Any job search website and online tools
- Practice, practice, practice!

What happens after the job offer?

- From the employee standpoint
 - **Negotiate**- What is important to you? Money? Vacation Time? Moving Costs?
 - Know the company and market
 - Ask about **training/professional development**- Make sure they have a plan for you
 - Also make your own personal plan
 - Think about revisiting some of your training in 6 months
- Hiring Manager Perspective- First take a deep breath
 - **Onboarding**
 - First 30 days, First 90 Days, Check in Points
 - Short term goals- Set them so they can achieve them
 - Make time for them
 - Assign a Mentor?



Resources for professional development & networking

NAFSA

- NAFSA Core Education Program Workshops
- NAFSA Trainer Corp
- Volunteer at the NAFSA Annual Conference or your Regional Conference
- Career Series

Forum

- Forum Professional Certification in Education Abroad
- Get QUIP Certified

University Resources

- What courses can you take?
- Job boards

What else locally?

- If not BASAA, what is your local chapter?
- Other professional organizations- i.e. Toastmasters, Local Professional Groups, Volunteering



Round-table discussion

1. Please add your questions and ideas to the topic boards around the room.
2. Group share

Thank you!