

What Are They Looking For?

Career Tips for New and Experienced International Education Professionals



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Hello, Hola, Konnichiwa, Sawaddee Kah, Jambo, Kia Ora, Bula

- Introductions
 - Overview of the jobs in the field
 - Paths into field – Reality Check
 - Resumes & cover letters – do's and don'ts
 - Interview etiquette
 - Networking tips
 - Anatomy of a job search – 1st jobs & beyond
 - Professional Development



Who are we? Who are you?

- Study Abroad (EA)
- International Student and Scholars Services (ISS)
- International Admissions (RAP)
- Provider (EA)



Overview of Jobs in the Field

- **International Admissions**
 - A suitcase full of foreign credentials
- **International Students and Scholars**
 - SEVIS (sensational, exciting, vibrant, interesting and super)
- **Program Provider**
 - Where am I?
 - **Study Abroad Advisor**
 - Oh, the places you won't go 😊
 - **International 'Office'**
 - How many hats will you wear today?



Getting on track to International Admissions

- During College
 - Campus tour guide
 - Work in Admission office
 - Study Abroad
- **BE FLEXIBLE and PERSISTENT**
 - Willing to move
 - Start at the ground level
- Higher Degree (admissions, student affairs, residence life)
 - Gradschools.com
 - International Education/ Studies
 - Foreign Language Major
 - Other majors...



International Admissions Glamour or Grind work

- Flights of Fancy
 - 11 flights in 18 days
 - Hotels, Buses, Airports
- Sales Position
 - School Representative
 - Numbers Driven
- Various Admission Offices
 - Recruiter vs. Reader
 - Domestic & International
 - Immigration & Admission



Day in the Life of International Admissions

- Recruitment – Visiting high schools
- Reading files
- Admission decisions
- Travel planning
- Workshops
- Answering emails on admissions questions with parents and/or students
- Marketing pieces
- Mailings – Admit/Deny



Misconceptions about ISS

- Only paperwork
- The “mean” side of International Education
- Little student interaction
- Data entry heavy



Main Visa Categories

- F-1 Student
- J-1 Students, Short-term Scholars, Interns, Teachers, Professors Research Scholars
- H-1B Workers
- TN (Trade NAFTA) Workers
- O-1 Workers
- Permanent Residence



Day in the Life of ISS

- SEVIS Batches
 - Regulation updates
 - Compliance checks
 - Working with faculty & staff
 - Bridging international issues
 - Working with students
 - Immigration regulations
 - Academic expectation
 - English language acquisition
 - Cultural adjustment
 - Planning events
- 
- Explaining regulations
 - “Translator” of cultural differences

Another Day in the Life of ISS

- Working with Government Agencies
 - Advocating for students with SSA, DPS/DMV, DHS, USCIS, POE, US Consulates/Embassies, etc.
 - Influence public policy

- Working with Colleagues
 - Within ISS office and with similar counterparts (i.e. Education Abroad, ESL, etc.)
 - Interacting with other ISS programs



ISS Fun Stuff!

- International Education Week
 - **IEW 2010** are November 15th - 19th
 - **IEW 2011** are November 14th - 18th
- Culture Fairs
- Dinner Parties
- Field Trips
- School Visits
- International Parties



Examples of Types of ISS Offices

- High Schools
- ESL Programs
- Community College/2 Year Institutions
- Universities
- Hospitals
- 3rd Party Providers



Provider Programs

- Supplement or serve as an institutions study abroad program
- Regional Home Office vs. Main Office vs. Hotel Office
- .com - .org - .edu
- On-site resident director, resident faculty, staff
 - Direct enrollment, island, hybrid programming



Day in the Life of a Program Provider

- Drive, drive, drive...
- Fly, fly, fly...
- Delay, delay, delay... facebook about the delay
- One suitcase, three outfits
- Meet with administrators, students, faculty, staff, and parents
- Program development
- Marketing, Public Relations
- Support institutional policies of partner university



Another Day in the Life of a Program Provider

- Attend institutional advising sessions, study abroad fairs, and orientations
- Lead site visits
- Regional responsibilities
- Extensive knowledge of host universities and home universities



Study Abroad

- Study Abroad Advisor
 - 0 to 2 years experience
 - Knowledge of Programs
 - Knowledge of Regions/
Languages
 - Knowledge of
Disciplines
- Assist/Assoc. Director
 - 3 + years experience
 - Program development
 - Health & Safety Issues
 - Exchange Agreements
 - Scholarship
 - Ability to Communicate
with High-level IE
professionals
- Director
 - ‘Typically’ 10 to 20 years
experience
 - Typically holds a Ph.D.



Day in the Life of Study Abroad

- Advising
- Collaboration
- Health and Safety
 - Parents, Students, Faculty, Staff
- Working with faculty
- Marketing
- Events
 - Fairs
 - Orientation
 - Excursions
- Program development
- Travel?



Discussion

-
- Crossing professional paths/boundaries
 - Realities of experience vs. education
 - Experiences of 'crossing over'



Paths into the field – reality check

- Study abroad experience
- Intern abroad experience
- Work abroad experience
- Intern in a study abroad or international office
- Graduate degree in international education
- ‘Backdoor’ through other offices



- Translator
- Private sector

- I went to Cancun so I'm qualified...
- Transferable skills – “I'm Irish-American”
- I am nearly almost quasi fluent in (place language here).
- My roommate is a foreigner
- My nanny was from Columbia
- I love Turkish night in the dorms
- I can't wait to travel! I can fly first class right?
- Why yes, I can use chopsticks

Resumes & Cover Letters

Dos and Don't

- Please do
 - Pay attention to format
 - Brag (but don't exaggerate)
 - Make it “you”
 - Be concise
 - Tailor it to the job
 - Consider grouping skills
- Please don't
 - Tiepoz: None. Ever.
 - Leave big, unexplained gaps
 - Enhance your responsibilities/skills
 - Write a book
 - Rehash resume in cover letter
 - Be too general – details help



Interview Etiquette

- Be a little early
- Be aware of body language
- Be nice to office staff
- Accepting a drink is okay
- Do your homework
- Silence is better than babbling
- Dress nicely
- Mind your manners
- Take names
- Follow-up (Thank you letters)
- Pay attention to the questions



Networking Habits

- Seek relationships, not just contacts
- Focus on referrals
- Work outward from trusted relationships
- Take advantage of group settings
- Follow up
- See network connections everywhere
- Use technology
- Join a committee
- Volunteer at a conference
- Publish articles
- Propose sessions at conferences
- Develop a style
- Shake hands and smile



- Online networking (LinkedIn)

Networking Opportunities

- NAFSA Conferences
 - Participating as an audience member
 - Presenting sessions
 - Leading workshops
- Volunteering Opportunities
- Trainings (i.e. NAFSA Academy, Trainer Corps, etc.)
- Social Outings
- Local ISS Groups (i.e. Houston Form, Association of Metroplex International Educators (AMIE))
- Committees



Job Resource Links

- NAFSA Job Registry
 - http://www.nafsa.org/job_registry_3
- The Chronicle
 - <http://chronicle.com/>
- StudentAffairs.com
 - <http://www.studentaffairs.com/>
- Higheredjobs.com
 - <http://www.higheredjobs.com>
- CUPA
 - <http://www.cupahr.org/>
- Transitions Abroad
 - <http://www.transitionsabroad.com/>
- The Forum on Education Abroad
 - <http://www.forumea.org/dialogue-jobs.cfm>
- University and Provider HR Pages



More Resource Links

- <http://new.oacac.com/>
- <http://www.simplyhired.com/>
- <http://www.newenglandherc.org/>
- UNIVERSITIES ABROAD
- Can I be an agent????



Questions



Domo Arigato
Gracias
Khawp khun khrap
Vinaka
Danke
Thank you

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