

**Eastern Illinois University**  
**William V. Weber Program in Study Abroad**  
**Position Announcement**  
**Study Abroad Advisor**

Eastern Illinois University invites applications for the position of Study Abroad Advisor in the William V. Weber Program in Study Abroad. This advisor position manages the student advising and application processes administered by the Program, and works in coordination with, and reports to, the Assistant Dean for International Education. The coordinator interacts with a range of campus offices in advancing study abroad opportunities, including faculty-led program directors. The Advisor helps create budgets for Study Abroad programs and evaluates all Study Abroad Programs.

The position requires a Bachelor's degree in any course of study **and** one year of experience such as:

- Study abroad (classroom study, research, intern or externships, and/or service learning or participation in Peace Corps or a similar program) in a foreign country. (Study abroad educational experience may be used in conjunction with the Bachelor's degree requirement.)
- Working in a higher education setting with study abroad, international internship programs or other closely related programs.

Preference will be given for candidates with experience in student advising, along with candidates who have excellent written and oral communication skills. Demonstrated commitment to diversity and experience with promoting inclusive excellence is required.

The Civil Service examination for this position is a credentials assessment. No participation other than the submission of application materials is required from qualified applicants.

Interested candidates should submit an application, letter of interest, resume, unofficial transcript, and the names, addresses and contact information of at least three references, with explanations of the candidate's relationship to these references, at:

<https://www.eiu.edu/~humanres/application/login.php>. If selected for an on-campus interview an official transcript is required. Review of applications begins immediately and will continue until campus interviews are scheduled. Priority will be given to applications received prior to January 4, 2021. The preferred start date is March 1, 2021.

Questions about the search may be directed to Andy Kabasele, search committee chair, at [makabasele@eiu.edu](mailto:makabasele@eiu.edu). For questions concerning the application process, please contact Donna Noffke at [dmnoffke@eiu.edu](mailto:dmnoffke@eiu.edu).

Department of Human Resources – Employment  
Eastern Illinois University  
600 Lincoln Avenue  
Charleston, IL 61920

This and other employment vacancies at EIU are located at:  
<https://www.eiu.edu/humanres/employment/CSpositions.php>

AA/EEOE

*Eastern Illinois University is an Affirmative Action/ Equal Opportunity Employer –  
minority/female/disability/veteran – committed to achieving a diverse community.*