RIT CROATIA

has an opening for a term position:

CAREER & STUDY ABROAD SPECIALIST (F/M)
AT RIT CROATIA CAMPUS IN DUBROVNIK

The Career & Study Abroad Specialist is responsible for developing strategies in order to strengthen and expand relationships with corporate partners and study abroad activities.

Responsibilities include:

- developing and implementing strategies for strengthening and expanding existing relationships with corporate partners
- developing new relationships with industry partners
- creating co-op and employment opportunities for RIT Croatia students and graduates
- administrative duties associated with co-op placements of RIT Croatia students
- strengthen and expand the Career Advising Center
- develop RIT Croatia career related events
- developing and managing study abroad recruitment and enrollment activities:
  (1) Study abroad at RIT Croatia: Dubrovnik and Zagreb campuses from RIT Main campus and other RIT Global Campuses (i.e. Dubai, Kosovo)
  (2) Study abroad of RIT Croatia students at RIT Main campus and other RIT Global campuses
- managing study abroad students’ housing
- assisting with developing and administering the college study abroad strategy creation and implementation
- maintaining database with info on potential study abroad students
- contacting international and domestic bases for relationship building

Applicant profile

- BS/BA DEGREE REQUIRED, MS DEGREE PREFERRED
- MINIMUM OF 3 YEARS OF RELEVANT WORK EXPERIENCE
- fluency in English and Croatian
- excellent sales and negotiation skills
- strong ability to network and a wide range of business contacts preferred
- superior oral, written, communication and listening skills
- strong computer skills
- the ability to explain complex information clearly and simply
- strong interpersonal skills, a positive attitude and the ability to multitask
- self-discipline and capable working both independently and within a team
- ability to succeed in a goal-driven environment.
- accuracy and attention to detail
- able to assimilate information quickly and to think conceptually, creatively, and strategically
- the ability to analyze and research information
- willingness to travel
- valid Croatian driver’s license

Contract Details

- term position with 6 month probationary period

Applicants should prepare in a letter of interest and a curriculum vitae in English and Croatian. The applications should be submitted in electronic format (PDF) through www.moj-posao.net by April 7, 2014.