



SPRING HILL COLLEGE

Forming leaders engaged in learning, faith, justice and service for life.

Position: Associate Director of the Italy Center and Recruiter

Summary Description: The Associate Director and Recruiter for the Spring Hill College Italy Center is a 12-month US-based position (Mobile, AL) that oversees the campus-based operations and functions related to the SHC Italy Center and Study Abroad Program. This position may include domestic travel and limited international travel.

The Associate Director and Recruiter must excel at managing systems, working collaboratively with partners at SHC and other institutions, making critical program decisions, contributing to strategic initiatives, and maintaining work responsibilities regardless of location or environment. The person in this position is responsible for working with students, parents, and partners interested in participating in the SHC Study Abroad Program in Italy, specifically working with designated SHC personnel to promote the Italy Center, to recruit students for study abroad in Bologna, Italy, and to provide administrative support.

Responsibilities:

1. Develops and reforms institutional systems necessary to effectively manage and operate the Italy Center via the Mobile campus (e.g., admissions database, billing systems, coding of students in CX database, etc.)
2. Develops and leads appropriate pre-departure orientation and re-entry programming for Italy Center students from SHC and partner institutions
3. Manages and maintains records for the creation and negotiation of contracts and financial partnerships with visiting institutions
4. Supervises the Schengen student visas process to ensure that proper documentation is being collected, processed, and forwarded to the Italian government
5. Maintains accurate and timely records to support the communication, recruitment, admission, orientation, and budgetary activities of the Italy Center
6. Attends study abroad fairs and other events to promote the Italy Center, if necessary
7. Works in partnership with the marketing office to improve marketing on an ongoing basis and sends communications and promotional materials to partners at other institutions

8. Enriches networks at existing partner schools, maintains existing relationships and key contacts, and seeks out and builds partnerships at new institutions based on needs for recruitment and possible expansion
9. Develops and implements annual training modules and materials to ensure the Italy Center remains compliant with all federal regulations (e.g., Clery Act, Title IX, etc.)
10. Maintains admissions databases, communicates with current and prospective students, and creates recruitment reports to be shared with the Director of the program
11. Manages the distribution of program deadlines and requirements for admission and then prepares all necessary documentation for the evaluation committee
12. Advises and supports students in completing institutional procedures for study abroad in Italy (e.g., housing, registration, required documentation, etc.)
13. Prepares final documentation and necessary reports to share with the Bologna staff for each outbound group
14. Visits the Bologna campus, if necessary, to maintain strong working relationships
15. Completes other tasks as requested by the Director of the Italy Center and/or Provost

Required Knowledge, Skills, and Abilities:

The Associate Director of the Italy Center and Recruiter must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that he or she can perform the essential functions of the position, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Understanding of the Jesuit and Catholic heritage of Spring Hill College
2. Ability to work independently and maintain working hours remotely as necessary
3. Outstanding oral and written communication skills and presentation skills
4. Demonstrated ability to work effectively with students, faculty, and staff representing diverse cultures and nationalities and affiliated with diverse educational institutions
5. Willingness and ability to stay abreast of changes in all Spring Hill College (Mobile and Italy) bureaucratic and fiscal regulations as they pertain to the Italy Center

Qualifications and Application Process:

Education: Bachelor's degree, Master's preferred

Experience: 1-3 years of experience in international education at a higher education institution; experience as a study abroad student preferably in Italy; staff management experience preferred

More information about the Italy Center is available at: <https://italycenterbologna.com>

To apply, please send a cover letter and resume to Simone Bregni, Director of the Spring Hill College Italy Center, at italy@shc.edu