

CYA COLLEGE YEAR IN ATHENS

CYA Campus Relations Representative

Job Summary:

Do you have a passion for traveling and sharing your study abroad experience? CYA is seeking three enthusiastic and outgoing Campus Relations Representatives to join our dynamic team for the fall recruitment season (end of August until November).

Campus Relations Representatives help build CYA's partnerships with colleges and universities across the US and work alongside CYA's recruitment team to carry out strategic enrollment goals. This role is ideal for candidates who want to build a strong network and gain experience within US higher education.

Campus Relations Representatives should be CYA alums who are advocates of study abroad and able to work and travel independently. Candidates should be energetic, detail-oriented, and have excellent interpersonal, written, and verbal communication skills.

Primary Tasks:

- Represent CYA through on-campus information sessions, study abroad fairs, and classroom presentations
- Meet with professors and study abroad administrators to discuss and promote the CYA program
- Conduct and report research prior to and after campus visits
- Book travel arrangements and report expenses throughout fall recruitment season

Details:

This is a full-time, remote position beginning **August 20th, 2019**, with an on-site training in Cambridge, Massachusetts, and ending by late November. The role has an intensive travel schedule, requiring 3-4 days of travel per week, sometimes including weekends and/or holidays. Daily work hours vary. Physical demands include lifting/maneuvering up to 25 pounds and continuous standing or walking.

This position reports to the Campus Relations Manager, Alexia Lingaas.

What we require:

- Experience studying with CYA
- Bachelor's or associate degree
- Laptop computer to use for the duration of the job
- Valid US driver's license and ability to provide a Motor Vehicle Report by July 1, 2019
- Ability to quickly adapt to new software systems and technology
- Organization and problem-solving skills
- Positive attitude!

To apply, please submit a resume, a cover letter, and contact information for two references to Alexia Lingaas at alingaas@cyathens.org. The deadline for application submissions will be **April 28th, 2019**. Please note that you must have the right to work in the United States to be eligible for this position.