



College Year in Athens

Perks:



Work with an international team!



Remote and Full-time; CYA's US office is based in Cambridge, MA



Attend 2 professional development events a year



Opportunity to travel to our Athens office

We are hiring!

Campus and Student Relations Coordinator

About us:

CYA (College Year in Athens) is a non-profit educational institution that has been acting as a cultural and educational bridge between the U.S. and Greece for nearly sixty years.

We provide study abroad and gap year programs in Athens, Greece focused on hands-on learning, using the city and country as our textbook.

Description:

Student Relations

- Manage the intake of student applications and remain in contact with them throughout the entire application process.
- Keep record of all applications using our "expected sheets" and keep them organized and up to date.
- Monitor CYA's general email for student inquiries and application updates. This role is in charge of student contact prior to acceptance into the program.

Recruitment

- Organize and help plan CYA's recruitment season by connecting with schools and RSVPing CYA to events at partner universities.
- Keep listing platforms such as GoAbroad, GoOverseas, Terra Dotta, ViaTRM up to date, and ensure memberships are up-to-date.
- Host virtual info sessions for prospective students & study abroad staff members.
- Travel to events as needed across the USA.
- Manage CYA's lead generation on Mailchimp and create biweekly newsletters.

Campus Relations

- Communicate with partner universities on prospective students and open applications.
- Meet with new staff at partner universities to provide intro to CYA programs.
- Manage material requests including virtual & physical brochures and swag.

What we require:

- Bachelor's degree required, Master's degree in higher education preferred.
- Experience working within study abroad & higher education and student relations.
- Self motivated, organized and enthusiastic! Should be excited to discuss the program with students.
- Experience with platforms such as Mailchimp, Canva, and Terra Dotta. Campus Cafe a plus.

To Apply:

- Submit resume and 2 references to Alexia Lingaas, alingaas@cyathens.org. Submissions due by **November 5th**.