



WE'RE HIRING!

STUDENT ADVISOR

Full-time | Remote | Start Date: ASAP



CYA seeks a **Student Advisor** to join our dynamic North American Office team. The Student Advisor wears many hats but is primarily responsible for students from initial interest until they arrive in Athens. Responsibilities include daily communication with prospective and accepted students, updating applications, general advising, recruitment activities, and working with CYA's awesome ambassadors!

In this role you'll get to:

- Serve as the **first point of contact** for interested students, run CYA's pre-departure orientation, communicate regularly with accepted students, be responsible for creation and distribution of visa and pre-departure handbooks, and facilitate the visa process
- Run CYA's robust **Ambassador Program** and work with the Institutional Relations Manager to ensure the Ambassador Program runs smoothly
- Work with other members of the CYA administration to perform **daily tasks** including: updating application systems and monitoring the general email account

We're looking for people who have:

- Initiative, drive, team player spirit, a can-do attitude, and great organizational skills
- Experience in international education and/or higher education
- Understanding of Greece and Schengen/Greek student visa processes, a plus!

About CYA:

CYA is a non-profit educational institution that offers semester, academic year, and summer study abroad programs in Greece. CYA also acts as a provider for faculty-led programs. Established in 1962, CYA was the first study-abroad program in Greece for English-speaking undergraduates. All programs are delivered in English.

To apply: submit a resume, a cover letter, and contact information for one reference to Alexia Lingaas at alingaas@cyathens.org as soon as possible.

Interviews will continue until the position is filled.