

Insight Global Education

Program Advisor (Campus Representative)

Location:

Preferred:

- Calgary, Alberta
- Halifax, Nova Scotia
- Other locations with large university communities can be considered

Duration: initial 4-month contract (with potential renewal and/or upward mobility)

Background:

Insight Global Education is a Vancouver-based social enterprise that designs and facilitates unique educational programming for North American secondary and post-secondary students. We currently run programs in Uganda, Ecuador, Costa Rica and Fiji. Our programs aim to help students better understand what it means to live, work and study in a developing country. We are not proponents of voluntourism, rather we believe in the transformative experiences of learning by observing, engaging and doing.

Position Summary:

We seek a highly motivated and results driven individual who is passionate about international development, education and travel. The campus client representative will play a key role in attracting new students, increasing our brand awareness on campus and generating increased enrollment in our programs. It is our intention to find the right candidate, who can excel in this position, and can move up within the organization.

We are seeking the right candidate, someone who understands what we do, why we do it, and what separates our programming from what's currently available. We are looking for the type of person who can determine if what we offer can be of benefit to prospective students, and, in turn, can make recommendations as to whether or not that prospective student is a good fit for what we offer.

We provide a fun and exciting atmosphere, opportunities for movement, travel,

competitive pay, and much more.

Key Responsibilities

- To support in generating interest in our educational programming
- Assisting in enrolling the right participants to fill our university programs as we expand our program offering.
- Determining proper fit, and delivering on our organizational philosophies of ‘do no harm’ as we engage with the Global South
- Effectively execute our continually evolving systems, which includes, but is not limited to:
 - Contacting students by phone/text/email
 - Conducting informational calls
 - Setting up interviews
 - Calling to accept candidates
 - Following up to ensure questions are answered, and student transitions to participant
 - Interacting with the candidate through this entire process whenever necessary
 - Inputting all relevant client information into our CRM system
- Effectively execute our continually evolving on-campus marketing strategies, which includes, but is not limited to:
 - Class presentations
 - Flyer distribution
 - Building relationships with faculties/clubs
 - Posting in social media groups
 - Putting up posters
 - Contacting past participants for referrals
 - Hosting Events
- Participating in ongoing training/coaching
- Actively provide feedback and support in developing our processes
- Achieve beneficial outcomes for the prospective client
- Attend mandatory meetings and calls:
 - Weekly coaching/accountability call
 - Weekly team huddle
 - And potentially more...
- Produce at least one piece of content per month (eg. Blog post).

Requirements

- Part-time current student, or recent graduate
- Available to work 30-40 hours per week
- Demonstrated results oriented
- Outgoing individual with excellent written and verbal communication skills
- Prioritization, time management and organizational skills
- Relationship building/management skills and open to feedback
- Experience living/working in a developing country (Previous participation in one of our programs is a plus)
- Demonstrable understanding of core themes in international development, human rights, sustainability, and other issues areas in line with our programs
- Strong computer skills (experience with CRM systems is a plus)

Added Value:

- Sales or marketing experience
- Customer Service Experience
- Have a large network at your campus
- Understanding of university systems/procedures

Submission Details: Please submit a cover letter and resume to jared@insightglobaleducation.com with ‘Program Advisor’, followed by your name, in the subject line. Submit your documents in .pdf file format.