The State University of New York (SUNY), the largest and most comprehensive university system of public higher education in the United States, seeks a Program Advisor. This position is located in Ankara, Turkey at the SUNY Office in Turkey.

Under the supervision of the director and associate director in Turkey, the program advisor will be responsible for student recruitment and providing support to all SUNY programs as well as administrative and financial operations of the SUNY Office in Turkey. Travel within Turkey is required. Specific duties include:

**Promotion of the Dual Diploma Programs**
- Developing a thorough, working knowledge of the SUNY system and Dual Diploma Programs (DDP), including all 64 campuses within the SUNY system, with a particular focus on the campuses involved with the DDP and their academic programs;
- Serving as the initial point of contact to receive phone and in-person inquiries from prospective and current students and their families, as well as answering questions related to the DDP and SUNY system in general;
- Assisting the Director and Associate Director in promoting the DDP, traveling to high schools and other institutions of education throughout Turkey to make presentations, disseminating information and meeting with prospective students and advisors, with an expected minimum of 2 weeks of travel per academic semester;
- Working with the Associate Director to maintain and update the SUNY Turkey web site as well as to develop and update printed materials;
- Working with the Associate Director to create and administer social media outlets for prospective and current students as well as graduates;
- Developing creative ideas for promoting the DDP via the web;
- Developing and maintaining a database of potential DDP students to use for follow-up and providing reports to the office Director and Associate Director;
- Attending Turkish university annual promotional events for dual diploma programs;
- Arranging and participating in the in-Turkey orientation sessions for students enrolled in the dual diploma programs, held by the State University program coordinators.

**Administrative**
- Under the direction of the Associate Program Director, help qualified dual diploma program students apply for their visas.
- Providing administrative support for the office, including answering of phones and other duties as assigned by the Associate Director and Director;
- Translating documents and correspondence from English to Turkish and vice versa;
- Providing English/Turkish verbal translation as needed;
- Preparing letters, reports and other documents as needed, using Microsoft Word, Excel and PowerPoint software;
- Arranging travel, including international flights, in-country flights and in-country ground transportation as well as meetings and appointments on behalf of office staff and visiting delegations;
- Maintaining office supplies and equipment, and arranging purchases as needed;

*Additional tasks and support of the office as needed.*
Qualifications

Required:
- Bilingual in English and Turkish
- Bachelor’s degree (Lisans)
- Excellent computer skills and knowledge of MS Office (Excel, Word, Access, PowerPoint)
- Excellent verbal, written and interpersonal communication skills
- Attention to detail and accuracy
- Ability to use discretion and maintain confidentiality
- Strong analytical, problem-solving and organizational skills

Preferred:
- International education experience within Turkey or abroad
- Experience with developing and maintaining websites as well as social media outlets
- Evidence of the ability to counsel students individually or as a group
- Professional experience in a university setting - particularly in international education

To apply, please submit a letter of application and resume in English to:
programadvisor@suny.edu.tr