OPERATIONS COORDINATOR

Global Learning Opportunities (GLO)

About Global Learning Opportunities

Global Learning Opportunities, based in Phoenix, is seeking to add an Operations Coordinator to our fun and talented team! We are interested in speaking with enthusiastic candidates with a passion for international travel and education about the opportunity to join us immediately!

Global Learning Opportunities organizes short-term, faculty-led, multi-destination study abroad programs focusing on a range of academic areas that are designed to provide students with their 'first business trip abroad' experience. GLO programs empower individuals to develop global competency using research and experience to determine trends, complexities, and opportunities for business around the world. While we have specialized in international business since our founding in 1976, our expertise has expanded far beyond business curricula. We regularly organize programs in area studies, art, communication, history, language, law, political science, and more in both traditional and virtual formats. We have operated over 700 programs in a variety of disciplines, contributing to the scholastic and personal growth of more than 35,000 alumni.

This is a full time **in office** position in Phoenix, AZ. The successful candidate must be collaborative, collegial, and have strong time management and prioritization skills. Please note that this is an entry level position and highly administrative in nature. The successful candidate will be highly motivated and want to develop a career with GLO. We are committed to developing our team and promoting from within, creating clear opportunities for career growth and advancement.

Duties and Responsibilities:

The responsibilities are highly administrative in nature and include, but are not limited to:

- Creating student and leader program materials including student participation lists, photo and contact lists, and hotel lists
- Enrolling students into STEP and international health insurance
- Creating student applications in our CRM (Monday.com)
- Entering data and pulling reports from Monday.com
- Preparing and collating physical program materials, such as name tags and luggage tags
- Mailing program packages to faculty and Program Managers
- Maintaining stock levels of GLO merchandise

Qualifications:

- Bachelor's degree or previous experience in logistics, events, or study abroad
- Strong time management skills with the ability to prioritize requests from different stakeholders, respond to changing priorities, and execute tasks quickly and accurately
- Detail-orientated and highly motivated
- Proficiency in MS Office, with knowledge of project management tools such as Monday.com or a similar CRM

Compensation & Benefits:

- Salary: $45,000 – $48,000 (commensurate with experience)
- Federal Labor Standards Act (FLSA) Status: Exempt (not eligible for overtime)
- Benefits: Healthcare, dental, and matching 401(k)
- Perks: Flexible holiday and work schedule

How to Apply:
Please complete the application form found here: www.glo-explore.com/careers. Please include a cover letter.

If you would like to learn more about the position, please feel free to reach out to Shelly Drake, GLO's Vice President, Operations & People, at Shelly@glo-explore.com