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| **Job Title:** Director of Study Abroad | **FLSA Classification:*** Exempt
* Nonexempt
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| **Reports to:** Faculty Director of Global Initiatives | **Location:**  |
| **Department:**  | **Division:** |
| **Employment Category:*** Full-Time ☐ Part-Time
 | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

The incumbent is responsible for the mission, goals, programs, budgets, resource management, risk management and assessment of the Office of Study Abroad. Following a Global Education faculty-staff task force report in 2020-2021 and new strategic directions of new university president, Dr. Montserrat Fuentes, the Director of Study Abroad will help lead the campus-wide conversation about how to operationalize the recommendations including: a new branded semester-long program in a Spanish-speaking location, with a focus on social justice, and a new embedded program model. To support these strategic initiatives as well as equal access to study abroad for all students under the home tuition model, the university seeks an innovative, enthusiastic, collaborative, and student-centered director of study abroad. The Director should be collaborative, visionary, innovative, enthusiastic, student-oriented, motivated, creative, and able to communicate well with students, faculty, staff, and members of the campus and global community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Works with the Faculty Director of Global Initiatives to develop short and long-term global initiatives that support the university’s strategic goals
* Plans, manages, promotes and supports study abroad opportunities and processes in collaboration with AVPs, deans, faculty and staff
* Develops, implements and maintains the risk management and travel policies on international programs, and programs abroad policies and procedures
* Develops and maintains student-centered application, support and reentry processes in collaboration with the Student Success Center, the Dean of Students office and Student Financial Services.
* Maintains relationships with exchange partners and providers
* Works with faculty to develop, implement, recruit, evaluate, and assess faculty embedded and summer faculty-led programs
* Works with AVPs, Deans, and Department chairs to identify programs abroad that align well with each major
* Plans and manages program and office budgets
* Develops, implements and maintains program evaluation, assessment, and improvement
* Counsels and advises students who are interested in studying abroad
* Maintains the TerraDotta database of international agreements, funding sources, and programs
* Serves on call for student study abroad emergencies
* Serves as Professor of Record for SABR2150 course
* Participates in international education professional organizations to keep abreast of best practices
* Collaborates widely across the university with faculty, academic departments, staff and offices; including participation on campus committees
* Other duties as assigned

**QUALIFICATIONS**

* Master’s degree with five years of progressively responsible experience in education abroad
* Demonstrated leadership in international program management
* Experience in program development, risk management, assessment, budget management, and staff supervision
* Experience creating effective campus study abroad orientations, and reentry programs
* Experience living or studying abroad and proficiency in a second language preferred
* Successful candidates must be committed to working with diverse student and community populations.
* Ability to interact effectively with a broad range of constituents (students, parents, faculty, alumni, on campus staff and overseas staff and institutions) required
* Domestic and international personnel supervision and evaluation experience required
* Ability and willingness to travel internationally
* Experience with Terra Dotta or similar software preferred.
* Excellent interpersonal, project management, problem-solving, and presentation skills.
* Proficiency with MS Word and Excel, email, and databases.
* Highly organized, detail-oriented, and able to execute multiple tasks quickly and accurately.
* Ability to use discretion and tact in working with confidential/sensitive information.
* Successful completion of an employment and/or criminal background check required

**WORKING CONDITIONS**

 **SCHEDULE**: This is full-time, exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department

**PHYSICAL REQUIREMENTS**

Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.
* Physically able to spend significant time reading both on paper and on a computer.
* Ability to travel by car and plane for University business. Ability to drive.

 **SUPERVISION RECEIVED**: Direct supervision is from the Faculty Director of Global Initiatives.

**SUPERVISORY RESPONSIBILITIES**

 **SUPERVISION EXERCISED**: None.

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
* Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: |
| **Approved by:** | *Signature of the person with the authority to approve the job**description* |
| **Printed Name of****Approver:** | *Printed name of the person with the authority to approve the job**description.* |
| **Date****approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |