UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Office of International Education, Short Term Study Away & On-campus Capacity Building Programs

DIVISION: Academic Affairs (Office of the Provost)

REPORTS TO: Director, Office of International Education & National Student Exchange

GRADE: 12

SUPERVISES: Professional, Clerical and Student staff

BASIC FUNCTION:

Under the supervision of the Director of the Office of International Education & National Student Exchange, the incumbent is responsible for the day-to-day oversight of the URI international and domestic short-term study away programs and on-campus capacity building programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Director with the evaluation and/or introduction of new international and domestic short-term study away programs and on-campus capacity building programs (various academic terms.)

Assist the Director with the formulation and maintenance of policies and procedures specific to new international and domestic short-term study away programs and on-campus capacity building programs which include, but are not limited to, crisis management plans, compilation of data for the preparation of budgets for all outgoing and incoming short-term programs (various academic terms.)

Collaborate with the University’s Office of Safety and Risk Management to disseminate safety and security travel policies and study guidelines introduced by the U.S. State Department and the University’s Office of Safety and Risk Management.

Assist with the management and onsite logistics of new international and domestic short-term study away programs and on-campus capacity building programs (various academic terms.)

Develop and distribute flyers, brochures, leaflets, and other recruiting materials to increase student participation in international and domestic short-term study away programs and on-campus capacity building programs.
Supervise the recruitment, orientation, and advising of students planning to participate in international and domestic short-term study away programs and on-campus capacity building programs.

Interview, hire, train and supervise on-campus capacity building programs residential, cross-cultural staff and English as a Second Language instructors.

Design and implement pre-departure orientation programs for all outgoing and incoming short-term programs (various academic terms.)

In collaboration with Enrollment Services, perform activities on behalf of academic departments that sponsor incoming short-term academic programs, which include billing, admission and enrollment on behalf of participants in these programs.

Perform other administrative activities and day-to-day operations and financial management of international and domestic short-term study away programs and on-campus capacity building programs.

**OTHER DUTIES AND RESPONSIBILITIES:**

Coordinate and oversee teaching assignments, selection of instructors, classroom space allocation, and all other activities as required by the Director.

Organize the International Graduate Teaching Assistant English proficiency certification, including coordinating testing schedules and securing testing locations, as well as evaluating and purchasing test instruments.

Assist with the gathering of information related to program evaluation and development, and with student recruitment for study abroad programs, ELS, and ESL.

Serve as liaison between the Office of International Education, the Office of International Students and Scholars and the URI sub-contracted English as a Second Language Program.

Share collaborative efforts with the Director, the staff of the Office of International Education, and with academic and non-academic units within the University.

Collect and analyze follow-up data on students who have studied abroad for purposes of evaluating program effectiveness and developing new strategies for orientation and re-entry programs.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**
REQUIRED: Master’s degree in public administration, management, student personnel administration and/or international relations, or a related field; Minimum of three years of experience in international education in an international education office (which included experience managing international education programs); Demonstrated knowledge of study abroad best practices, budget design, and health, safety, and liability issues as they relate to international programs; Demonstrated ability to coordinate and market international and domestic short-term study away programs; Demonstrated experience with standard office software and computer database programs; Demonstrated experience giving online presentations and developing informational materials; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret institutional policies and prepare detailed reports; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated living abroad and/or leading groups abroad experience; Demonstrated experience using PeopleSoft; and Demonstrated experience designing pre-departure orientation programs.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.