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Developed by:..... KJ  
Reviewed by:.....LK;DLJ  
Approved by:.....  
Date:6/10;6/15; 04/08/22

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Assistant Director, URI Programs Abroad, Faculty-Led Programs,  
and On-Campus Capacity Building

**DIVISION:** Academic Affairs (Office of the Provost)

**REPORTS TO:** Vice Provost for Global Initiatives/Senior International Officer

**GRADE:** 13

**SUPERVISES:** Professional and Clerical staff; Students

**BASIC FUNCTION:**

Under the supervision of the Vice Provost for Global Initiatives responsible for the day-to-day oversight of education abroad programs, including URI semester and faculty-led programs and on-campus capacity building programs. Operational responsibility and supervision of professional staff in the design and execution of URI Abroad Programs, including URI semester programs and faculty-led short-term programs and on-campus capacity building including faculty training, site visit evaluation and coordination, and adhering to best practices in program review, development, and expansion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop strategic planning for the expansion and execution of URI Abroad semester programs including academic study and internship programs. Develop and execute all aspects of an international internship programs including development of on-site relationships, database and architecture, utilization of third-party providers where appropriate, student outreach and recruitment, and assessment and evaluation of individual programs. Adherence to best practices in risk management and identifying student opportunities.

Develop online instructional modules for URI semester and faculty-led programs and guide strategic planning for the expansion of program offerings.

Operational responsibility for management and onsite logistics of education abroad programs, including URI semester and faculty-led programs and on-campus capacity building programs.

Supervise the Coordinator for Faculty-Led Programs and Professional Staff.

Interview, hire, train, and supervise on-campus capacity building and residential programs.

Responsible for publicity and outreach to increase student participation in URI semester and faculty-led programs and on-campus capacity building programs.

Assessment and evaluation of education abroad programs, including URI semester and faculty-led programs and on-campus capacity building programs; annual reporting, as well as development of policies and procedures to improve program effectiveness.

Design and implement pre-departure orientation programs for all URI Semester and faculty-led programs and on campus capacity building programs (various academic terms).

Supervise the recruitment, orientation, and advising of students planning to participate in URI semester and faculty-led programs and on-campus capacity building programs.

Responsible for maintenance of the application management system for education abroad programs, including URI semester and faculty-led programs and on-campus capacity building programs.

In collaboration with Enrollment services, perform activities on behalf of education abroad programs, including URI semester and faculty-led programs and on-campus capacity building programs, which include billing, admission, and enrollment.

Perform all other administrative activities and day-to day operations and financial management of education abroad programs, including URI semester and faculty-led programs and on-campus capacity building programs

Assist the Vice Provost with the formulation and maintenance of policies and procedures specific to education abroad programs, including URI semester and faculty-led 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).

Participation in the International Center 24-hour emergency number response rotation.

Represent the Office of International Education on all relevant University Committees.

**OTHER DUTIES AND RESPONSIBILITIES:**

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.**