

Job Code: 101558
Position #:(PSA).....(E)
Developed by:.....KJ
Reviewed by:.....DLJ; LK
Approved by:..... LK
Date:.... 04/29/2022

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Education Abroad and Student Mobility Programs

DIVISION: Academic Affairs (Office of the Provost)

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

GRADE: 12

SUPERVISES: Professional and clerical staff

BASIC FUNCTION:

Under the supervision of the Vice Provost for Global Initiatives, responsible for the day-to day operations of education abroad programs, including third-party providers, non-affiliated, international exchange, and the National Student Exchange. Operational responsibility and supervision of professional staff in the recruiting, orienting, placing, and supporting of students in education abroad programs, including third-party providers, non-affiliated, international exchange, and the National Student Exchange, as well as site visit evaluation and coordination, adhering to best practices in program review, development, and expansion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise professional staff in recruiting, advising, placing, and supporting applicants for education abroad programs including, third-party providers, non-affiliated, international exchange, and the National Student Exchange.

Supervise professional trainee, graduate assistants, and clerical staff.

Responsible for publicity and outreach to increase student participation in education aboard programs, including third-party providers, non-affiliated, international exchange, and the National Student Exchange.

Supervise the design and implementation of orientation and re-entry education abroad programs, including third-party providers, non-affiliated, international exchange, and the National Student Exchange.

Assess and evaluate education abroad programs, including third-party providers, non-affiliated, international exchange, and the National Student Exchange, annual reporting, as well as development of policies and procedures to improve program effectiveness.

Responsible for maintenance of the application management system for education abroad programs, including third-party providers, non-affiliated, international exchange, and the National Student Exchange.

In collaboration with Enrollment Services, perform activities on behalf of education abroad programs, which include billing, admission, enrollment, and transcript evaluation.

Manage office scholarship programs related to off-campus study and the promotion of national scholarship award opportunities.

Assist the Vice Provost with the formulation and maintenance of policies and procedures specific to education abroad programs, including third-party providers, non-affiliated, international exchange, and the National Student Exchange, which include, but are not limited to, crisis management plans, compilation of data for the preparation of budgets for outgoing programs (various academic terms).

Represent the Office of International Education on relevant University Committees.

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

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, databased 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, international relations, and/or a related field; Minimum of three years of experience in international education in an international education office (including managing international programs); Demonstrated knowledge of study abroad best practices (i.e., budget design, health and safety, and liability issues) as they relate to international programs; Demonstrated ability to coordinate and market international programs; Demonstrated experience with standard office software and computer database programs; Demonstrated experience giving online presentations and developing informational materials; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal

communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret institutional policies; Demonstrated ability to prepare detailed reports; and, Demonstrated ability to work with diverse groups/populations.

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