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Developed by:.....SG  
Reviewed by:.....  
Approved by:.....  
Date:.....11/96,2/00

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

TITLE: Assistant Director, Office of International  
Education and NSE

DIVISION Academic Affairs

REPORTS TO: Dir, International Education & National Student Exchange

GRADE: 11

SUPERVISES: Clerical support staff, Professional staff

**BASIC FUNCTION:**

Responsible for the day-to-day operation of the Office of International Education & NSE. Coordinates activities relating to recruiting, orienting and placing students in study abroad and NSE programs and to serving as hosts for visiting exchange students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan and carry out recruitment procedures to encourage student applications for international study and internship programs and the National Student Exchange Program.
- Interview students regarding international opportunities.
- Screen and place applicants for international programs.
- Assist the Director in program evaluation and the development of new programs.
- Share in planning and executing visits to major international placement sites.
- Supervise the collection and reporting of data such as program evaluation, student flow, and the like.
- Design and implement orientation and re-entry programs.
- Assist in the development of policies and procedures to improve program effectiveness.

Supervise the development of recruiting materials (i.e., brochures, information fliers, advertisements) for URI's programs.

Supervise professional trainee, graduate assistant(s), and clerical staff.

OTHER DUTIES AND RESPONSIBILITIES:

Share collaborative efforts with the director and with a number of academic and non-academic units within the University.

Assist the director in working with academic departments and other university offices to gather information related to program and evaluation and development and to student recruitment.

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.

Assist the director in planning and executing programs for faculty development in international education.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in a field related to international education and a minimum of three years of experience in international education, including two years of study abroad experience, are required. This position requires that the incumbent possess the ability to communicate effectively orally and in writing, be able to organize, coordinate and supervise support and professional staff, and be able to interpret institution policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to prepare and deliver oral presentations before small, medium, and large groups of people. Experience in working with computer data base programs and in managing budgets preferred. Teaching

experience, preferably at the college level, and  
experience working with culturally diverse populations  
desirable.

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