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Developed by:.....TEP
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Approved by:.....RHL
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Office of International Education & National Student Exchange

DIVISION: Academic Affairs (University College)

REPORTS TO: Dean, University College and Special Academic Programs

GRADE: 14

SUPERVISES: Study Abroad advisors, graduate students or interns and clerical support staff

BASIC FUNCTION:

Provide campus-wide leadership in international study opportunities for University students. Work with the colleges and academic departments to develop international study opportunities which integrate with and strengthen the academic programs. Advocate for international programs on campus. Serve as a liaison with external constituencies relating to international education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Dean in strategic planning for international study opportunities.

Administer the exchange, consortia, and other University-sponsored programs.

Work with the dean in providing faculty with opportunities for development in international settings.

Provide leadership to the staff in organizing Study Abroad fairs and other activities to publicize the program; host and arrange interviews during campus visits by representatives of study abroad programs, domestic and foreign.

Collaborate with others within the university to enhance the international dimension of academic programs.

Supervise the staff and assist in maintaining a library of information on opportunities abroad.

Develop orientation and re-entry materials and programs for URI students participating in study abroad and orientation programs for international exchange students studying at URI.

Serve as a University representative to relevant national organizations such as NAFSA, CIEE, CCIS, and IEE and as a University liaison with professional colleagues in other US colleges and universities.

Administer the budget and oversee the financial aspects of the various University programs.

Supervise the Study Abroad advisor and assist in advising students on opportunities abroad.

Seek opportunities for external funding for program development.

OTHER DUTIES AND RESPONSIBILITIES:

Prepare periodic reports; develop policies and procedures as needed.

Provide routine office management.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree is required, Ph.D. strongly preferred, preferably in a field relating to international studies or intercultural communications. A minimum of two to three years of experience in a study abroad office or office of international education at a college or university is required. Must provide evidence of ability to work with culturally diverse populations, of a strong commitment to the objectives of international education, and of an interest in and talent for working with undergraduate students. Experience living abroad, knowledge of one or more foreign languages, and college level teaching experience preferred. Familiarity with handling budgets and computer applications for a study abroad office desired. This position requires that the incumbent possess the ability to communicate effectively verbally and in writing. Must be able to organize, coordinate and supervise support staff. Must be able to interpret institutional 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 verbal presentations before small, medium and large groups of people. Incumbent must possess the ability to speak effectively before faculty and administrative staff members on assigned work and related subjects.

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