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<b>Job Title</b>	Director of Study Abroad
<b>PVN ID</b>	SI-1506-000586
<b>Category</b>	Administrative Services
<b>Location</b>	COLLEGE OF STATEN ISLAND
<b>Department</b>	Center for International Service
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 01, 2016 (Or Until Filled)

## General Description

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The College of Staten Island is one of 11 senior colleges of The City University of New York and the only public college on Staten Island. CSI offers over 80 undergraduate programs, 24 graduate programs, and through the Graduate Center, participates in CUNY doctoral programs. The College enrolls approximately 14,000 students and employs nearly 2,000 faculty and staff. Located on a 204-acre park-like campus that is minutes away from the cultural treasures of Manhattan, the CSI campus is the largest collegiate site in NYC. Fourteen neo-Gregorian style buildings house 300 classrooms, laboratories, instructional spaces, and study lounges, as well as department, faculty, and program offices. CSI boasts an advanced, networked infrastructure which includes a high performance computational center that supports technology-based research, teaching, and learning through CUNY. Two residential buildings on campus provide housing for over 400 students.

The Director of Study Abroad is an integral member of the staff at the Center for International Service at the College of Staten Island/CUNY. The Center for International Service is a comprehensive international education office at the College and encompasses International Student and Scholar Services; Study Abroad; the English Language Institute; and is responsible for overall campus internationalization. The Director of Study Abroad oversees three Study Abroad Advisors and coordinates the supervision of student workers and interns as appropriate. The Director is responsible for the overall management of CSI sponsored programs in 14 countries and ensuring the smooth operations of advising, preparing, and supporting students from CSI, CUNY, and the CCIS consortium.

## Other Duties

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As assigned.

# Qualifications

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**Required Qualifications:** B.A. and 3-5 years' experience in international education. Ability to work in the U.S. Ability to travel internationally. Fluency in English.

**Desired Qualifications:** Master's degree. Ability to speak a second language. Overseas study, work, or volunteer experience.

## Core Competencies expected:

### Student Advisement

- Advise students on education abroad processes, policies, and program procedures.
- Organize and execute pre-departure and re-entry programming for students (including health and safety).
- Respond to student issues while abroad as appropriate.

### Campus Coordination

- Coordinate with other institutional offices on education abroad-related issues.
- Liaise with on-campus faculty and host institutions to ensure academic quality, credit transfer, and program relevance.
- Collaborate with academic and student affairs departments, faculty, partner universities, and outside organizations to ensure a smooth experience for all students.
- Explain to faculty and academic departments the rationale for the institution's approach to foreign academic courses, grades, and credits.
- Assist faculty in adapting courses to integrate education abroad into the curriculum.

### Program and Office Administration

- Maintain up-to-date records on exchange relationships.
- Produce marketing materials and promote programs.
- Provide faculty program leaders with logistical support.
- Review established programs and courses for changes or updates.
- Develop and/or manage individual program budgets, operations, and logistics.
- Provide orientation/training to faculty leaders, resident directors, and other on-site staff of education abroad programs.
- Ensure that all written agreements (contracts, MOUs) for programs are organized and current.
- Attend, present, and/or exhibit at education abroad fairs and conferences.

### Program Planning

- Research, assess, and vet potential new programs to develop a diverse portfolio of programs that meet the needs of students and academic departments.
- Collaborate with faculty to develop and manage faculty-led programs, including budgets, logistics,

institutional policies, legal liabilities, risk management.

- Create a strategy to build institutional support for programs, including faculty and departments.
- Create strategies to expand institutional capacity by increasing program development.
- Develop a vision for programming that supports the institutional internationalization strategy.

### **Knowledge required**

- Country-specific regulations.
- Education abroad process, policies, and program procedures.
- Essential elements of a pre-departure and reentry programming for students.
- Knowledge of general grade and credit conversion practices, financial aid regulations, and policies and federal regulations impacting the flow of students worldwide.
- Knowledge of passports and visas.
- Awareness of scholarship opportunities.
- International agreement standards and an understanding of educational contexts around the world.
- Technology, social media, and data management techniques as it relates to study abroad.
- Theories and research of intercultural adjustment.
- Theories and research on college student advising.
- Higher education trends in education abroad.