JOB DESCRIPTION

TITLE

Director, Education Abroad Programs

JOB SUMMARY

Responsible for the overall operation of faculty-led and non-faculty-led cooperative education abroad experiences including supervision of staff and direct service work with students at all levels. Serves as the TWU primary contact for all education abroad experiences. (Note: The term "education abroad" includes faculty-led classes traveling within the United States.) Work is performed under minimal supervision with broad latitude for initiative and independent judgment. Performance evaluation is based on effective operation of the administrative function and is conducted through the performance evaluation system in accordance with university policies and procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Vice Provost

Supervises: Education Abroad Specialist and other assigned staff

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides vision, strategic leadership, and coordination for all education abroad programs offered by TWU.
- Develops and oversees policies and procedures governing education abroad programs.
- Plans, develops, and monitors promotion, advising, orientation, and participation in faculty-led and non-faculty-led education abroad programs.
- Coordinates education abroad offerings with Undergraduate Studies, Graduate School, academic programs, and other internal constituents.
- Oversees the awarding of study abroad scholarships including committee appointment, verification of student eligibility, and communications to students.
- Develops relationships with education abroad affiliate providers and negotiates exchange agreements with providers.
- Oversees the approval process for faculty-led education abroad including THECB-required filings of information.
- Oversees completion of all required steps prior to faculty and staff participation in education abroad activities (e.g., insurance and passport verification, background checks, required forms).
- Designs and presents education abroad informational programs, training, orientations, and re-entry sessions for faculty, staff, administrators and students.
- Oversees planning of faculty-led education abroad logistics including travel, accommodations, risk management, etc.
- Oversees dissemination of education abroad information through the website, publications, orientations, open houses, Study Abroad Fair, and other channels of communication.
- Manages crisis and emergency situations involving education abroad participants, collaborating closely with Academic Affairs and Student Life.
- Oversees assessment of education abroad experiences.
- Remains current on best practices in education abroad programming.
- Oversees departmental operating budgets and establishes budget priorities consistent with goals of the unit.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

**ADDITIONAL DUTIES**

- Performs other duties as requested.

**EDUCATION**

Master’s degree required.

**EXPERIENCE**

Three years professional experience in academic support, preferably in the field of education abroad. Second language ability preferred.

**REQUIREMENT**

Valid Texas driver’s licenses and a safe driving record such as required by the university for Driver’s Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position. May require work on evenings or weekends when university events are scheduled.
KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of research, best practices, and emerging trends in education abroad programs.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to communicate effectively orally and in writing.
- Demonstrated ability to communicate effectively and work cooperatively with diverse individuals and groups in a team environment, accompanied by a strong service orientation.
- Ability to travel.
- Commitment to continued personal professional development.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and
maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________     Date: _____________

Employee Printed Name: ______________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.