



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 07/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Education Abroad Specialist

JOB SUMMARY

Coordinates faculty-led and non-faculty led cooperative education abroad experiences. Works directly with students and faculty through advising, mentoring, and training related to education abroad opportunities and eligibility. Responsible for marketing education abroad opportunities through the website, events, and other channels of communication. Makes orientation and educational presentations about education abroad experiences. Coordinates logistics for faculty-led education abroad trips with faculty members and collects data for assessment of education abroad experiences. (Note: The term “education abroad” includes faculty-led classes traveling within the United States.) Work is performed under general supervision and performance is based upon completion of assignments and results obtained. Performance evaluation is conducted through the performance evaluation system in accordance with university policies and procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Education Abroad Programs

Supervises: Supervises Students Assistants

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

- Provides assistance and support to the Director in administering the education abroad program.
- Provides support to students wanting to study abroad, faculty wanting to plan an education abroad program, and other administrative offices such as Financial Aid, Bursar, and Registrar to help with coordinating student plans.
- Advises students on education abroad opportunities and their applicability to degree plans.
- Communicates with academic advisors about applicability of education abroad experiences to specific degree plans.
- Assists students in applying for education abroad opportunities and financial aid, including scholarships.

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- Promotes education abroad opportunities and scholarships through varied communication channels and at varied events.
- Serves as education abroad webspinner.
- Verifies participant eligibility for education abroad experiences and study abroad scholarships.
- Collaborates with Director on educational presentations and orientations on education abroad programs.
- Collaborates with faculty in making logistical arrangements for faculty-led education abroad programs.
- Collects assessment data on education abroad experiences.
- Remains current on best practices in education abroad programming.
- Serves as backup to Director in managing crisis and emergency situations in close collaboration with Academic Affairs and Student Life.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required, Master's degree preferred.

EXPERIENCE

Two years' experience in academic support, preferably in the field of education abroad. Second language ability preferred. Experience with webspinner responsibilities 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.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of research, best practices, and emerging trends in academic support, preferably in education abroad programs.
- 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.

- Commitment to continued personal professional development.
- Ability to carry out webspinner responsibilities.
- Ability to develop and present training on education abroad.
- Ability to travel.
- Proficient organizational and planning skills.
- Ability to develop and maintain databases, reports, and processes.
- 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: _____

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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.