
Auburn University Job Description

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|--------------|--------------------------|-------------|---------------------|
| Job Title: | Dir, Study Abroad | Job Family: | No Family |
| Job Code: | AA29 | Grade 36: | \$59,700 - \$99,600 |
| FLSA status: | Exempt | | |

Job Summary

Directs and oversees all aspects of the Auburn Study Abroad program.

Essential Functions

1. Develops Study Abroad program guidelines, materials, and web content; provides training and guidance for faculty, staff, and students.
2. Coordinates with others on campus to procure risk management plans for AU and international faculty, staff, and students.
3. Develops and implements marketing and communications strategies, materials, and events to promote Study Abroad programs.
4. Directs contact with international consulates regarding VISA procedures.
5. Directs and assists in the development of exchange agreements with international partners; reviews and evaluates all AU and non-AU abroad programs utilized by AU students.
6. Provides comprehensive advisement to students regarding all aspects and requirements of participating in Study Abroad programs; has primary responsibility for Study Abroad-related emergency response.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------|
| Education | Four-year college degree | Degree in Psychology, Counseling, Education, Management, Business, or related field |
| Experience (yrs.) | 5 | Experience involving the interpretation and/or application in international student/employee law and policy |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of Federal and State regulations related to immigration and VISA processing

Certification or Licensure Requirements

Must be a United States citizen or a legal permanent resident (federal immigration requirement). Designated school officer for the "F" program. Responsible officer for the State Exchange "J" program.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/30/2012
