
Auburn University Job Description

Job Title:	Asst Dir, Study Abroad	Job Family:	No Family
Job Code:	AD42	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Reporting to the Director, Auburn Abroad, oversees the Auburn Aboard team and provides leadership to the advising team to advance the mission and vision of Auburn Abroad through collaboration with campus departments, faculty program leaders and international partners to provide academically sound, relevant, and safe study abroad programs and exceptional student advising services. This position is also responsible for the Clery Act and Managing International Travel Crisis (MITC) reporting

Essential Functions

1. In consultation with the Director, identifies Auburn Abroad priorities, goals, and objectives to support Auburn University's strategic plan as well as Auburn Abroad's mission and goals. Implements goals and objectives by overseeing training and implementation of Auburn Abroad student advising protocol for the advising team to ensure core services are provided effectively, efficiently, and consistently while maintaining a high level of service.
2. Supervises coordinators' study abroad advising function. Responsible for recruiting, hiring, and supervising student interns in consultation with other coordinators. Responsible for oversight of problems that arise during weekly student conduct and Title IX eligibility clearance for Auburn Abroad applicants, monitors faculty director's acceptance timing and monitors accommodation information emails.
3. Manages assigned portfolio of colleges and schools, working with faculty and business managers within departments, assisting with operational tasks to open new programs and renew existing programs in colleges and schools.
4. Serves as a liaison to university administrative offices, including financial aid, veterans administration, Office of Scholarships, and the Registrar's office to ensure Auburn Abroad protocol is in compliance with protocol of these offices.
5. Responsible for day-to-day operations of software and training modules utilized by Auburn Abroad. Serves as a liaison to AU OIT to ensure all software applications are open for use and function properly. Responsible for training others on software updates and other changes within systems.
6. Responsible for data collection and reporting including insurance, information technology, and other designated reports. Responsible for reporting information in compliance with the Clery Act and Auburn University Campus Safety and Security.
7. Oversees the marketing and communication materials for Auburn Abroad, including but not limited to, websites, study abroad fairs, predeparture sessions for students, etc..
8. Serves as an on-call emergency lead responder, after Director, in rotation with other staff members, for Auburn faculty and staff traveling abroad on Auburn University buses. This includes communication during crises with students, parents, faculty, Campus Safety, Risk Management, international emergency case managers and other counterparts at abroad destinations.
9. Represents Auburn in assigned regional, national, and international associations and site visits as assigned by the Director.
10. Performs other duties as assigned.

Supervisory Responsibility

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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	No specific discipline.
Experience (yrs.)	5	Experience in coordinating programs abroad directly or assisting faculty in setting up study abroad programs and must be a member of study abroad crises management team, in an institution of higher education. Must have worked, lived or studied abroad. Must have at least 1 year experience supervising or leading staff and student workers. Perferred experience would be 2-3 years successfully supervising or leading staff and student workers.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of study abroad programs, Title IX and Clery requirements and reports. Safety norms for study abroad programs.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

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

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 9/11/2019
