

Job Level	Assistant Director of Education Abroad	Professional Level III
Oversight Received	<ul style="list-style-type: none"> <li>This position is the administrative professional responsible for managing the operations of the Education Abroad Center; executing and/or overseeing the administrative functions of OIP managed exchange and direct enrollment programs including advising, agreement renewals, and orientations; supporting the recommended programs initiatives across campus and other Curriculum Integration initiatives; and developing relationships with faculty, departments and administrative support units.</li> </ul>	<ul style="list-style-type: none"> <li>Works independently</li> <li>May serve as a resource for other professionals</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>Manage the CSU Education Abroad Center and all of its functions. This includes supervising and training Coordinators, researching best practices and leading some special project teams to implement new projects.</li> <li>Manage a part-time portfolio of CSU Education Abroad programs</li> <li>Act as team leader for staff on processes related to exchange, direct enrollment, and affiliated 3rd party programs.</li> <li>Develop and maintain participant materials for application, acceptance, registration, orientation, and evaluation specific to CSU programs in assigned areas.</li> <li>Serve as the campus advisor and administrative support for educational opportunities abroad in assigned geographic regions of the world.</li> <li>Meet with potential students individually during walk in hours and appointments to assess appropriate program placement with regard to academic, personal, professional, and financial goals for education abroad.</li> <li>Advise Education Abroad Coordinators, students, faculty, staff and parents on Colorado State University administrative policies and procedures as related to education abroad</li> <li>Conduct outreach to academic departments on the supports offered through the OIP-Education Abroad unit for new program development.</li> </ul>	<ul style="list-style-type: none"> <li>Defines and solves advanced problems with non-standard solutions</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>Advise outbound students on visa regulations for program destinations through email, meetings, and walk-in advising. Communicate with appropriate consular officials, faculty, and students on changes to visa regulations</li> <li>Oversee development and delivery of four annual Coordinator workshop sessions; make recommendations regarding content; invite speakers; handle logistics; perform evaluation and suggest methods of improvement.</li> <li>Meet with faculty or staff exploring new exchange and direct enrollment program development.</li> <li>Advise on curricular policies, Education Abroad processes, and timeline for program development.</li> <li>Collaborate with CSU academic departments on the development of new and strategic programs with regard to academic offerings, logistics, on-site safety and emergency response planning, and approval through the appropriate CSU channels.</li> <li>Serve as the Education Abroad liaison to our exchange administration.</li> </ul>	<ul style="list-style-type: none"> <li>Communication of complex concepts as a regular and primary requirement</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>Facilitate education abroad experiences in study, research, internship, service learning and other academic experiences for more than 1,600 Colorado State University students annually.</li> <li>Collaborate with CSU academic departments on the development of new and strategic program.</li> </ul>	<ul style="list-style-type: none"> <li>Potential impact is across multiple departments or even University-wide</li> </ul>

Typical  
Education

- Master's degree plus five years of progressively responsible professional work experience in the field of international education  
OR  
Bachelor's degree plus 7 years of progressively responsible professional work experience in the field of international education

- Bachelor's degree or advanced degree