

Job Level	Assistant Director of Education Abroad	Professional Level III
Oversight Received	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Works independently May serve as a resource for other professionals
Problem Solving	<ul style="list-style-type: none"> 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. Manage a part-time portfolio of CSU Education Abroad programs Act as team leader for staff on processes related to exchange, direct enrollment, and affiliated 3rd party programs. Develop and maintain participant materials for application, acceptance, registration, orientation, and evaluation specific to CSU programs in assigned areas. Serve as the campus advisor and administrative support for educational opportunities abroad in assigned geographic regions of the world. 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. Advise Education Abroad Coordinators, students, faculty, staff and parents on Colorado State University administrative policies and procedures as related to education abroad Conduct outreach to academic departments on the supports offered through the OIP-Education Abroad unit for new program development. 	<ul style="list-style-type: none"> Defines and solves advanced problems with non-standard solutions
Interaction/Communication	<ul style="list-style-type: none"> 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 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. Meet with faculty or staff exploring new exchange and direct enrollment program development. Advise on curricular policies, Education Abroad processes, and timeline for program development. 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. Serve as the Education Abroad liaison to our exchange administration. 	<ul style="list-style-type: none"> Communication of complex concepts as a regular and primary requirement
University Impact	<ul style="list-style-type: none"> Facilitate education abroad experiences in study, research, internship, service learning and other academic experiences for more than 1,600 Colorado State University students annually. Collaborate with CSU academic departments on the development of new and strategic program. 	<ul style="list-style-type: none"> Potential impact is across multiple departments or even University-wide

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