AUBURN
Human Resources

Dir, Study Abroad

Job Description

JOB INFORMATION

Job Code	AA29
Job Description Title	Dir, Study Abroad
Pay Grade	AA12
Range Minimum	$64,820
33rd %	$82,110
Range Midpoint	$90,750
67th %	$99,400
Range Maximum	$116,680
Exemption Status	Exempt
Approved Date:	7/28/2021 2:20:26 PM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Global Initiatives

JOB SUMMARY

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

RESPONSIBILITIES

- Develops Study Abroad program guidelines, materials, and web content; provides training and guidance for faculty, staff, and students.
- Coordinates with others on campus to procure risk management plans for AU and international faculty, staff, and students.
- Develops and implements marketing and communications strategies, materials, and events to promote Study Abroad programs.
- Directs contact with international consulates regarding VISA procedures.
- 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.
- 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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Psychology, Counseling, Education, Management, Business, or related field	and	5 years of	experience involving the interpretation and/or application in international student/employee law and policy.	

Substitutions Allowed for Experience	Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Must be a United States citizen or a legal permanent resident (federal immigration requirement)	Upon Hire	Required	And
	Designated school officer for the "F" program	Upon Hire	Required	And
	Responsible officer for the State Exchange "J" program	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Additional Special Requirements:

Able to enter data into software programs as needed. Health status should be such that individual can travel abroad as needed.