AUBURN
Human Resources

Asst Dir, Study Abroad

Job Description

JOB INFORMATION

Job Code	AD42
Job Description Title	Asst Dir, Study Abroad
Pay Grade	AA10
Range Minimum	$53,120
33rd %	$65,510
Range Midpoint	$71,710
67th %	$77,900
Range Maximum	$90,300
Exemption Status	Exempt
Approved Date:	3/28/2024 2:47:48 PM

JOB FAMILY AND FUNCTION

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

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

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Oversees the marketing and communication materials for Auburn Abroad, including but not limited to, websites, study abroad fairs, predeparture sessions for students, etc.
- 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 business. This includes communication during crises with students, parents, faculty, Campus Safety, Risk Management, international emergency case managers and other counterparts at abroad destinations.

RESPONSIBILITIES

- Represents Auburn in assigned regional, national, and international associations and site visits as assigned by the Director.

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	No specific discipline.	and	5 years of	Experience coordinating projects and advising students. Experience in either studying, living, or working aboard.	Or
Master's Degree	No specific discipline.	and	3 years of	Experience coordinating projects and advising students. Experience in either studying, living, or working aboard.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.