AUBURN
Human Resources

Coord I, Study Abroad

Job Description

JOB INFORMATION

Job Code	CA58
Job Description Title	Coord I, Study Abroad
Pay Grade	AA07
Range Minimum	$41,200
33rd %	$48,070
Range Midpoint	$51,510
67th %	$54,940
Range Maximum	$61,810
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/30/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Coordinator of Study Abroad provides professional support services to assigned portfolio units and their designated program directors to assist in the development and implementation of study, internship, experiential, and research programs abroad for undergraduate and graduate students outside of the 50 United States.

RESPONSIBILITIES

- Leads study abroad advising for a portfolio of programs. Student advising includes a brochure and application development, marketing support, student and parent support, and application, insurance, enrollment, and billing processing.
- Liaise with relevant academic units and program directors. May assist with program development as needed.
- Leads and conducts one or two initiatives including pre-departure orientation, scholarships, and reentry initiatives, and supports the team on the other initiatives.
- Serves as an on-call emergency responder, in a team rotation. This includes communication during crises with students, parents, faculty, Campus Safety, Risk Management, international emergency case managers, and other counterparts at abroad destinations. Occasionally requires evening and weekend hours and may require the ability to travel domestically and/or internationally.
- May support recruiting and hiring of TES and student workers.
- May assist as needed with data collection, reporting, and evaluation including insurance, information technology, and other designated reports.
- Represents Auburn University and its study abroad programs throughout campus and professional organizations and associations. Includes representation at regional, national, and international conferences and site visits.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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. Masters degree preferred.		0 years of	Experience coordinating projects and advising students. Experience in either studying, living, or working abroad.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of customer service best practices.	
Knowledge of effective communication skills.	
Ability to understand and navigate computers, software, and databases.	
Ability to learn and use software systems related to study aboard.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			Up to 25 pounds
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

Domestic; International

Additional Special Requirements:

Must have a valid U.S. passport.