
Auburn University Job Description

Job Title: **Coord I, Study Abroad**

Grade AA07: \$37,900 - \$56,900

Job Code: **CA58**

FLSA status: Exempt

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 develop and implement of study, internship, experiential and research programs abroad for undergraduate and graduate students outside of the 50 United States.

Essential Functions

1. Leads study abroad advising for portfolio of programs. Student advising includes brochure and application development, marketing support, student and parent support, and application, insurance, enrollment, billing processing.
2. Liaise with relevant academic units and program directors. May assist with program development as needed.
3. Leads and conducts one or two initiatives including pre-departure orientation, scholarships, re-entry initiatives and support the team on the other initiatives.
4. 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.
5. May support recruiting and hiring of TES and student workers.
6. May assist as needed with data collection, reporting, and evaluation including insurance, information technology, and other designated reports.
7. 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.
8. Performs other duties as assigned.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	No Specific Discipline. Masters degree preferred.
Experience (yrs.)	0	Experience coordinating projects and advising students. Experience in either studying, living, or working aboard.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires and lifting up to 25 pounds.

Ability to see information in print and/or electronically.

Date: 10/30/2023
