

Profile Details

Effective Date 05/24/2017
Date of Last Change 05/24/2017 09:35:55.768 AM
Job Profile Name Director, Office of Global Studies
Job Code 1205
Include Job Code in Name No
Job Title Default
Restrict to Country
Management Level 3 Level 3
Job Family Staff - Academic Affairs
Referral Payment Plan
Work Shift Required No
Inactive No
Public Job No

Pay Rate Types

Country	Pay Rate Type
United States of America	Salary

Job Classification

Job Classification 1.2 - First/Mid-Level Officials and Managers (EEO-1 Job Categories-United States of America) 11-9033 - Education Administrators, Postsecondary (US Standard Occupational Classifications (SOC)-United States of America)
Job Profile Summary Work in cooperation with the Provost or designee in planning and directing all programs in the Study Abroad Office.
Job Description **RESPONSIBILITIES**

- Responsible for the supervision and management of the Study Abroad Coordinator, Advisor and student staff
- Responsible for ensuring alignment of Study Abroad programs with the University Mission
- Responsible for using expertise and vision to develop a 5 year strategic plan for Study Abroad that addresses the appropriate mix of program offerings, targets for each type and implementation strategies to achieve enrollment targets
- Responsible for modeling and creating an ethos of customer service with students, faculty and staff
- Responsible for monitoring the Study Abroad budgets
- Supervision of Discretionary, Emergency, and Study Abroad Office budget
- Plan and supervise PLNU-led program budgets
- Responsible for overseeing and helping to develop an increased number of PLNU owned study abroad programs
- Plan, approve, and evaluate summer and semester programs
- Assist, along with faculty and Study Abroad Coordinator, in marketing of PLNU-led programs
- Work with international connections to find and develop indigenous faculty/staff to support PLNU study abroad programs in their countries
- Work with various stakeholders to develop new programs with sustainable business models
- Advocate for International educational experiences and serve as principal liaison with the faculty and departments to integrate international experiences into the curricula
- Responsible for overseeing Study Abroad advising and counseling

- Ensure students are well advised on study abroad program and course options
- Train and supervise advising staff
- Ensure students are provided resources and counseling for before, during, and after their study abroad experience
- Responsible for coordinating all study abroad programs with campus/external agencies
- Maintain affiliate agreements
- Form strategic partnerships with programs and providers which best serve PLNU students
- Maintain liaison relationships with appropriate government agencies for reporting of statistical data on Study Abroad at PLNU
- Work strategically with other campus entities that have international or multicultural emphases

QUALIFICATIONS

- MA in related occupational field of study
- Minimum of five year of employment experience in the field of study abroad or related areas
- Supervisory experience
- Experience with student or related event planning
- Strong leadership experience, preferably at the university level
- International experience relevant to the position
- Demonstrated ability to work independently and collaboratively
- Ability to maintain confidentiality

PHYSICAL REQUIREMENTS

The work is primarily sedentary and may require sitting for extended periods of time. Use of computer equipment: computer keyboard, mouse, and monitor. Vision to read documents, e-mail and other correspondence, and reports on paper and computer monitor. Hearing and speaking to communicate effectively with others in person and by phone. Will also stand, stoop, push, pull, and lift up to 10 lbs throughout the day.

Additional Job Description

Characteristics	
Difficulty to Fill	
Critical Job	No

Compensation	
Compensation Grade	Exempt 23
Compensation Grade Profile	
Impacted Eligibility Rules	

Unions	
Union Membership	

Questionnaires	
Primary Internal Questionnaire	
Secondary Internal Questionnaire	
Primary External Questionnaire	

Secondary External Questionnaire

Job Exempt

Country / Country Region	Job Exempt
United States of America	Yes

Worker's Compensation Codes

Workers' Compensation Code	Country	Country Region	Location
8868 - College - Professional Employees & Clerical (United States of America)	United States of America		

Certifications

Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)
----------	---------	----------------------------	--------------------------------	-------------------------

Competencies

Competencies

Required	Competency	Rating
----------	------------	--------

Competencies from Other Sources

Required	Competency	Rating	Source	Source Type
----------	------------	--------	--------	-------------

Education

Required	Degree	Field of Study
----------	--------	----------------

Languages

Required	Language	Ability	Proficiency
----------	----------	---------	-------------

Responsibilities

Required	Responsibility
----------	----------------

Skills

Required	Skill	Skill (Create New)
----------	-------	--------------------

Training

Required	Training	Training Type	Description
----------	----------	---------------	-------------

Work Experience

Required	Work Experience	Experience Level
----------	-----------------	------------------