



VACANCY ANNOUNCEMENT

Title: Study Abroad Coordinator

Position Summary: Reporting to the director of the International Center, the study abroad coordinator markets, develops, and implements education abroad programs including semester, summer, and short-term faculty-led opportunities. This position also manages the National Student Exchange program.

Major Responsibilities:

- Markets, recruits, advises, and prepares students to participate in study abroad and the National Student Exchange program. Conducts various advising sessions and study abroad presentations.
- Manages short-term faculty-led study abroad programs and proposal review process. Supports faculty members with program development, budgeting, and overall program execution.
- Coordinates annual study abroad fairs, develops study abroad programming, and manages the hiring process and supervision of Peer Mentor(s) and the Graduate Associate for Study Abroad.
- Serves as a first responder for crises abroad & provides support and leadership for risk management including training and education campus-wide.
- Facilitates administrative processes related to study abroad and stays abreast of best practices.
- Manages marketing materials and maintains accurate student records related to study abroad.
- Supports assessment initiatives and facilitates budget management for study abroad accounts.
- Represents the International Center and assists with Center programs, activities, and services.
- Performs other duties as assigned.

Required Qualifications:

- A Master's degree is required.
- Professional experience in the areas of study abroad, student advising, international education, and budget management experience are highly desired. Proficiency with public speaking is required.
- Previous experience living abroad and the ability to speak at least one foreign language are desirable.
- Outstanding communication and decision-making skills and ability to work effectively with diverse students, faculty, staff, and the general public. Excellent customer service skills are required.
- Strong organizational, administrative, programming, and interpersonal skills are required.
- Expertise in PC-based software including MS office and an awareness of marketing practices as well as the ability to navigate online content management systems and websites are desired.

Employment Conditions:

- A 12-month, full-time administrative position with faculty rank. Will teach one course a year as part of job duties.
- The successful candidate must be legally eligible to work in the United States and will be required to undergo a background check.
- Employee may be required to work beyond normal working hours and on weekends. Overnight travel including some international travel may also be required.
- Salary is commensurate with qualifications and the position is available beginning July 1, 2016.

Application Procedures: Application review will begin on **May 15, 2016**, and will continue until the position has been filled. Interested candidates should submit the following materials by **May 15, 2016** for full consideration:

- A letter of application summarizing the candidate's interest and qualifications for the position
- Current curriculum vitae or resume
- Official transcripts of highest college degree (copies acceptable during application process)
- Names, addresses, email addresses, and phone numbers of three professional references

Electronic submissions are required. All materials should be addressed to:

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