

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTANT DIRECTOR, EDUCATION ABROAD

Reports To: Designated Supervisor

UW Job Code: 3585

UW Job Family: 35 - Student Service Management Support

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 23

Date: 1-15-20

JOB PURPOSE:

Assist in providing leadership and direction for all functions related to program development, enrollment management, partnership management and health and safety. Oversee program evaluations and work with director and education abroad advising team on ensuring a well-balanced program portfolio. Represent the University to prospective students and their parents. Assume oversight of the office in the absence of the director or as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise all aspects of program development and portfolio management.
- Oversee the development of education abroad advising material, education abroad degree pathways, and other projects and initiatives related to curriculum integration.
- Support faculty engagement and development and assist the director with academic outreach, faculty seminars and other faculty development initiatives.
- Serve as the primary administrator for the TerraDotta management system.
- Assist the director in oversight of exchange programming and affiliated partnership management.
- Serve as primary contact within Education Abroad on issues regarding student health, safety, security and conduct abroad.

SUPPLEMENTAL FUNCTIONS:

- Serve on committees and assigned teams.
- Professional Development.

COMPETENCIES:

- Analysis/Problem Identification
- Individual Leadership
- Judgment

- Sensitivity
- Service Orientation

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **5 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University admission policies and procedures.
- University-related programs and policies such as financial aid, housing, registration and records, and academic advising.
- Multicultural student recruiting.
- Student recruiting practices and procedures.
- Relevant immigration policies and forms.
- Project leadership and management.
- Desktop publishing programs and methods.
- University resources and programs.
- Advertising and marketing methods.
- Transfer credit articulation agreements.
- Student recruitment and retention issues.
- Equal opportunity and affirmative action programs.
- Computerized student information systems.

Skills and Abilities to:

- Communicate accurate and complete information, both orally and in writing.
- Foster a cooperative work environment.
- Effectively manage time and be organized.
- Create effective recruiting publications.
- Make administrative/procedural decisions and judgments.
- Work effectively with a wide range of constituencies in a diverse community.
- Coordinate and organize meetings and/or special events.
- Plan and implement programs.
- Budget oversight for assigned projects.
- Maintain complete and accurate records.
- Use independent judgment to manage and impart confidential information.
- Develop and implement recruitment plans.
- Develop and deliver presentations.
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WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Travel is required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.