



RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT

Director, Study Abroad

40% Released Time

Closing Date: November 14, 2014

Objectives of Assignment:

- Encourage the emphasis on international perspectives in the instructional program.
- Provide opportunities for Glendale Community College students to participate in credit foreign programs provided by the college.
- Encourage staff to participate in cross-cultural training and instructional opportunities.

Description of Assignment (Duties include but are not limited to):

- Under the supervision of the Vice-President of Instructional Services (or designee) the Director of the Study Abroad Program will provide administrative coordination and supervision for all Study Abroad Programs, and will serve as the central point of access for information for students and faculty.
- The primary activity of the Glendale Community College Study Abroad program is to offer **1-4 educational trips (commensurate with level of released time)** to locations in foreign countries or more distant areas of U.S. The Study Abroad Director along with the Study Abroad committee will select a set of destinations spread across all of the college's regular semesters and intersessions according to policies set by the Study Abroad committee.

Tasks and/or Activities Required:

- Promote faculty participation in the program from across the campus
- Liaison with the travel provider to make sure the travel portion of the program is safe, enjoyable, and academically sound.
- Design, administer and assess student surveys
- Attend conferences with a focus on Study Abroad issues, especially those of health and safety concerns.
- Design the program website, newspaper ads, and campus posters for all programs
- Design and print brochures for all programs
- Post advertising over campus for each program
- Maintain and update travel guidebook library
- Secure program funds and keep accurate financial records
- Guide, train, and assist student workers in office matters
- Regularly update the Study Abroad Manual
- Provide information to help students adapt to the host culture (loneliness, alcohol abuse)
- Hold **weekly** office hours to provide information to potential Study Abroad students
- Process all student applications and interview all candidates

Tasks and/or Activities Required (Continued):

- Maintain accurate student records and travel-related documents prior to departure and during the program.
- Attempt to secure funding sources for new programs via state-wide grants
- Travel to design itineraries for upcoming or potential future programs
- Travel (**college covers some expenses**) to oversee ongoing programs
- Call for and assess faculty applications and provide guidance for instructors
- Call for & negotiate vendor prices for programs
- *Director is responsible for handling all aspect of the payments, accounting, refunds and disbursements to vendors foreign and domestic. These responsibilities include but are not limited to:*
 - *securing air-tickets, accommodations, side trips, guides, and transfers and doing so at the best price*
- Review all contract documents and write contract summaries for all programs
- Assist students with visa and passport issues
- *Director is required to work with the Controller to ensure that appropriate payments and deposits are made.*
- *Perform the duties of Faculty Director for a program that has no qualified faculty to fulfill this need.*
- Assist students with scholarship and grant applications
- Consult with program faculty regarding marketing strategies, program contract issues, instructor responsibilities, and country specifics
- Conduct follow-up student assessments for all programs
- Report regularly to the Administration on program issues and status
- Coordinate and run pre-departure orientation meetings for students on all programs
- Organize and chair monthly meetings of the Study Abroad governance committee **as needed**.
- Attend monthly Academic Affairs committee meetings **as needed** to discuss Study Abroad matters.

Supervision Exercised and Received:

Supervision provided by the Vice President, Instructional Services

Desired Qualifications:

- Significant experience with and commitment to Study Abroad Programs.
- Proven ability to work cooperatively and democratically with students, faculty and people from diverse backgrounds.
- Demonstrated administrative experience.
- Foreign travel experience.
- Prior experience in leading Study Abroad or travel tours for students or adults.
- Prior experience at directing a tour office.
- Experience directing a study abroad program at Glendale Community College.
- Ability to speak a foreign language.

Stipend and/or Released Time:

40% released time for the first year; reviewed annual for years 2 and 3

Summer stipend to be negotiated as needed based on workload.

Term of Assignment:

Three (3) years subject to an annual review by the RT/EP Committee and the availability of funding.

Application Procedure:

1. Interested faculty members should submit an application (attached) and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

Application forms are available in the
Office of Human Resources

CLOSING DATE: November 14, 2014

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*



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Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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