JOB DESCRIPTION
Director of Study Abroad

Definition of Class
This is a supervisory position in which the incumbent promotes and facilitates study abroad opportunities for students. Work includes coordinating the activities of study abroad advisors; managing all fiscal affairs; and overseeing the daily activities of the Office of Study Abroad. The Incumbent exercises discretion and independent judgment.

Examples of Work Performed
Plans and organizes new programs. Maintains and reorganizes existing programs.

Hires, trains, and supervises subordinate staff.

Manages all fiscal affairs.

Prepares departmental and program budgets.

Collaborates with Deans and Chairs to establish new programs and expand current program offerings.

Liaisons with the travel office and Registrar’s Office.

Ensures students safety while being abroad.

Provides opportunities to study abroad for students.

Oversees exchange program.

Reviews transcripts to determine eligibility. Determines how overseas grades calculate to University credits.

Advise students. Conducts orientation sessions.

Promotes study abroad and exchange programs.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Directs, develops, promotes, and maintains study abroad programs.
2. Facilitates study abroad opportunities for University students.
3. Supervises and coordinates the activities of support staff.
4. Plans, develops, and manages all fiscal affairs.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute
related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university in a related field.

**AND**

**Experience:**
Four (4) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

*The University of Mississippi is an EOEEA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*