Department: International Education Office

Job Description: Study Abroad Manager

The Study Abroad Manager will be responsible for managing the Study Abroad Office staff and resources in accordance with the goals and objectives of the Strategic Plan. (40%) Resource management responsibilities will include the following:

- Managing office staff and student employees in the performance of the tasks necessary to fulfill the expectations of the Office for service provision and administration, outreach, and reporting functions.
- Managing the budget to ensure fiscal responsibility, oversight of balance of expenditures and revenues, and match with goals and objectives of the Strategic Plan.

The Study Abroad Manager will actively promote the range of study abroad opportunities to students, faculty, alumni, and community members. These opportunities include credit-bearing study, internship, and service learning programs available through EWU-sponsored and/or faculty-led programs, EWU institutional exchange and partnership agreement programs, government-sponsored/affiliated programs, foreign institution-sponsored programs, and third-party, government, non- and for-profit programs. (10%) The Manager will be responsible for the following:

- Recruitment presentations about study abroad opportunities to EWU undergraduate and graduate classes, and to student, faculty, alumni, and community organizations, during freshman and transfer orientations and on an ongoing basis throughout the year.
- Two major Study Abroad Recruitment Fairs per year. The Fairs will provide a showcase for all study abroad opportunities and, as such, will include poster sessions for EWU study abroad program leaders, third-party program recruiters, and the Study Abroad Office.
- Informational meetings for EWU study abroad program leaders and third party recruiters with academic Managers, and staff of the Financial Aid, Admissions, and Registration Offices.
- Maintenance of a current resource library including curricular, financial, and administrative information of study abroad opportunities.
- Publication of study abroad opportunities through the EWU Study Abroad website.
- Oversight of and assistance in the development of print-based study abroad promotion materials.
- Individual and group meetings with interested students, faculty, and alumni, and community members seeking to learn more about study abroad.
- Recruitment and advising of EWU students and faculty to participate in the Fulbright Programs.

July 23, 2007
The Study Abroad Manager will be responsible for the receipt and processing of all study abroad applications and the advising and support of the students in preparation for a Study Abroad experience. (10%) To fulfill these expectations, the Manager will ensure the provision of appropriate services, including the following:

- Receipt and assessment of Study Abroad applications and communication with prospective students to ensure that any additional required materials and information are received by deadlines.
- Collaboration with Financial Aid, Registrar, Student Financial Accounts, and other departments to assist students in obtaining course approval, financial aid, credit transfer, registration prior to departure and following completion of the program, and in locating and obtaining outside funding and scholarships.
- Pre-Departure Orientations on common issues and follow-up meetings with individual meetings for specific programs.
- Collaboration with faculty-led program directors on pre-departure orientations specific to individual programs.
- Assistance to students with logistics, such as travel, on-site housing and registration, passport and visa applications
- Provision of international student ID and insurance enrollment.

The Study Abroad Manager will oversee the Study Abroad Office in its role as the primary point of contact for students and faculty while participating in study abroad. (5%) The Manager will be responsible for the following:

- Communication with students, as needed, to monitor the success of their study abroad experience.
- Assistance to students to resolve programs arising while abroad.
- Provision of campus resource services and problemsolving for Study Abroad program leaders while they are abroad on EWU-sponsored programs.

The Study Abroad Manager will ensure assistance to students to re-adjust to student life at EWU upon return, and to maximize the learning experience of the study abroad program. (5%) To meet this requirement, the Manager will be responsible for the following:

- The provision of support and referral services to returning students, on an as needed basis.
- Collaboration with academic disciplines and other staff to provide a course(s) for returning study abroad students which will involve student presentations on study abroad experiences to the EWU community.

The Study Abroad Manager will work to improve the current Study Abroad programs and opportunities at EWU. (5%) The Manager will be responsible for the following:

- Monitoring of the educational content, administration and coordination, safety, living conditions, costs, and other factors regarding the current study abroad and exchange programs in which EWU students and faculty participate.

July 23, 2007