

Warren Wilson College
Position Description

POSITION TITLE: Assistant Director of International Programs

DEPARTMENT: Academic Affairs

REPORTS TO: Director of International Programs

FLSA STATUS: Exempt

POSITION SUMMARY:

Primary responsibilities are to carry out international programs activities and provide direct assistance to the Director of International Programs

SPECIFIC RESPONSIBILITIES:

1. Plans and coordinates the logistical needs of the College's international programs with College staff/faculty and external organizations such as travel agents and other service providers in the United States and abroad. Investigates and negotiates prices and services on behalf of International Programs needs.

2. Counsels and advises students interested in international programs, including semester abroad programs and faculty-led study abroad courses.

3. Disseminates and interprets information and policies regarding international programs to College students, faculty, and staff and off-campus service providers and prospective students. Remains knowledgeable and informed about WWC's international programs, policies and needs and about best practices in the field.

4. Prepares students and short-term study abroad course leaders for international travel and study.

5. Supervises, trains and evaluates student worker(s).

6. Participates in long range planning and assessment of International Programs needs.

7. Composes publications, memoranda, and reports requiring discretion and good judgment. Prepares, types and carefully proofreads routine correspondence; ensure the effective physical production and the accuracy of documents and reports.

8. Manages, writes and updates web page and informational brochures and newsletters, ensuring that information on WWC international programs is current, accurate and vibrant. (MS Word, MS PowerPoint, Adobe PageMaker, FrontPage Express, and HTML web page management experience highly desirable.)

9. Coordinates office activities, communication networks; takes calls, answers questions, takes messages and routes calls, orders supplies and services, and maintains an organized office environment.

10. Provides a warm, welcoming presence and International Programs contact for students, faculty, staff and visitors.

11. Exercises independent judgment and initiative in maintaining and revising sensitive data management system, both electronic and paper. Performs basic bookkeeping and data management functions through computerized data entry; prepares check requests using appropriate accounts. (MS Excel spreadsheet program database management and development essential)

12. Administers travel insurance program for short-term and semester/year-length study abroad students and program leaders.

13. Participates in campus-wide committees and community events, giving visibility to International Programs and International Programs staff on campus.

14. Monitors world events for issues that may affect safety of college travelers or have an impact on programs or logistics.

15. Assists the Director of International Programs with other duties as directed.

WORKING CONDITIONS:

1. Office Environment.

QUALIFICATIONS:

1. B.A. or B.S and five years' experience in a comparable position; experience in an academic setting preferred.

2. Ability to use general office computer programs and software such as MSWord, MS Excel, PowerPoint, Adobe PageMaker and/or other desktop publication tools, including web site management (HTML).

3. Basic bookkeeping skills required.

4. Strong organizational skills, attention to detail, and ability to handle multiple tasks.

5. Friendly, courteous and effective interpersonal skills. Ability to work well with faculty, staff, students, members of the larger community, and domestic and international business providers and partners.

6. Excellent English language and grammar skills, including fine writing and proofreading skills.

7. A strong work ethic contributing to an enjoyable workplace while meeting program needs and delivering quality services.

8. Energetic and able to thrive in a high-energy, productive environment.

9. Maturity, professional demeanor, good judgment and good humor.

10. Experience in international study is desirable.