

JOB INFORMATION

Effective Date	1/26/2023
Job Code:	2250
Job Title:	Exec Dir, Edu Abroad/Sch Serv
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Advising
Job Summary	The Executive Director of Education Abroad and Scholar Services is expected to build the UHCL study abroad program from the ground up that will be fully functioning and aligned with the best practices of the current national education abroad programs. The ED will also be responsible for the initiation of the UHCL J-1 visa certification program and design, implementing, and directing all UHCL-sponsored international student and scholar visas and programming. In addition, the ED will develop and maintain a robust risk-management international travel program for UHCL staff and students, and assist the Senior International Officer (SIO) with the management of the international division and provide leadership during the absence of the SIO.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree		Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Ten years of experience in higher education, with at least seven years of experience in managing international education programs. Experience in developing education abroad and international scholar immigration services and sponsored student services	Required	
Less than 3 yrs	Experience in study abroad and management of both J-1 and F-1 visa programs. Keen understanding of best practices in education abroad and international student management technology.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
-------------------------	--------------------------------	------------	--------------------

Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge of SEVIS – J-1, F-1, and Scholars immigration regulations and compliance.	Skilled
• Familiarity with Study Abroad policies and procedures.	Skilled
• Knowledge of U.S. State Department reporting.	Skilled
• Ability to academically advise students.	Skilled
• Ability to oversee exchange programs facilitation.	Skilled
• Study Abroad CRM's - Terra Dotta, Risk Management, and Travel Tracker.	Skilled
• Ability to travel and work occasional weekends, evenings or holidays.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Responsible for administrative and programmatic oversight of all education abroad programs sponsored by the university and directs the implementation of international academic experiences that foster student engagement, learning, and development. Oversee a significant expansion of services including; recruitment of education abroad students and faculty, direct student exchange, and faculty-led programs originating at UHCL. Promote students' academic, personal, professional, and intercultural development before, during, and after their study abroad experiences. Monitor State Department Travel Advisory for UHCL international travel. Conducts site visits as required. Act as a liaison to students, faculty, parents, staff, and overseas sites, counterparts at other institutions, and others as needed to administer the program. Assist students while abroad regarding travel-related or other emergencies; Serve on the Study Abroad Review Committee and other college committees as assigned; Programming for Ed Abroad; Develop policy and procedures for the UHCL Education Abroad program 	30%
<ul style="list-style-type: none"> Initiate J-1 visa certification program for UHCL and serve as Responsible Officer (RO); Provide the leadership, direction, and oversight necessary to ensure all internationally sponsored students and scholars (in all applicable visa categories) receive outstanding advising services and are in compliance with the federal guidance of the Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS), U.S. Immigration and Customs Enforcement (ICE), U.S. Department of State, and U.S. Department of Labor; Directly advise sponsored international J-1 visa students, scholars and academic departments with the processing of administrative requirements for all related types of UHCL sponsored international student and scholar visas; Assist SIO with oversight related to international scholar data management; Design, direct, and implement International sponsored student and scholar community outreach and cultural programs. Knowledgeable and management of technology systems specific to student management and international programs, such as SEVIS (J-1 visa), PeopleSoft, Terra Dotta, Blackboard, Travel Tracker, risk management software, and Canvas; Programming for J-1 visa program; Develop policy and procedures for Scholars Services. 	30%
<ul style="list-style-type: none"> Develop and maintain a robust mechanism for risk-management international travel program for UHCL staff and students; Assess and acquire up-to-date technology to manage education abroad and internationally sponsored student and scholar programs. Provide oversight and support for education abroad programming, including risk, health, and safety aspects. 	15%
<ul style="list-style-type: none"> Assist SIO on the management of the international division including staff, day-to-day activities within the department; Support SIO in strategic planning for UHCL global growth. Provide leadership for the office in the absence of SIO. 	15%
<ul style="list-style-type: none"> Perform other duties as assigned by SIO. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description