

## DAP Position: Study Abroad Coordinator

\*DAP refers to "District Assigned Personnel," who are faculty members provided release time assignments to perform duties that serve the needs of the District.

<b>Position Title:</b> Study Abroad Coordinator
<b>Position Overview:</b> Under the supervision of the Dean, Communications & Languages, the Study Abroad Coordinator will oversee the District's Study Abroad Program, coordinating with member colleges in the Southern California Foothills Consortium for Study Abroad to promote international study opportunities for students and teaching opportunities for faculty members at Rio Hondo College.
<b>Term Length<sup>1</sup>:</b> 2 academic years, Fall and Spring semesters only
<b>Next Term Start Date<sup>1</sup>:</b> Fall 2013 (position to be filled Spring 2013)
<b>Release Time Assignment<sup>1</sup>:</b> 10% per semester
<b>Administrative Supervision:</b> Dean, Communications & Languages
<b>Key Duties &amp; Responsibilities:</b> <ol style="list-style-type: none"><li>1. Represent Rio Hondo College in the Southern California Foothills Consortium for Study Abroad, a cooperative venture of thirteen area community colleges in partnership with the American Institute for Foreign Study (AIFS).</li><li>2. Attend meetings of the Southern California Foothills Consortium for Study Abroad.</li><li>3. Provide leadership in promoting study abroad opportunities for students at Rio Hondo College.</li><li>4. Provide leadership in promoting teaching abroad opportunities for faculty at Rio Hondo College.</li><li>5. Identify and encourage students and faculty members who may be interested in participating in study/teaching abroad opportunities.</li><li>6. Host informational meetings for students interested in studying in London, England and Salamanca, Spain, as well as other possible locations that may be identified for future Study Abroad programs.</li><li>7. Provide guidance to students on how to make progress toward their undergraduate degrees while utilizing foreign resources and cross-cultural experiences.</li><li>8. Identify additional study abroad opportunities for Rio Hondo students, where possible, within the scope and budgetary limitations of the Study Abroad Program.</li><li>9. Collaborate with faculty and staff who coordinate other study abroad ventures on campus, where possible.</li><li>10. Research emerging trends for international study, making recommendations to the Dean.</li><li>11. Work collaboratively with faculty, staff, and students to ensure that current and</li></ol>

future study abroad activities meet student and community needs.

12. Monitor and supply relevant information to division staff members who maintain Rio Hondo's Study Abroad Program Website.
13. Prepare and submit the annual program plan for the Study Abroad Program.
14. Prepare reports as necessary in support of the Study Abroad Program's strategic planning.
15. Provide information, as needed, to assist the Dean in completing surveys related to study abroad at the College.
16. Contribute to data collection efforts related to the District's self evaluation for accreditation.
17. Work with division and marketing staff to design and distribute promotional materials for Rio Hondo's Study Abroad Program.
18. Develop, implement, and update a personal professional development plan on an as-needed basis.
19. Perform related duties and responsibilities as assigned.

**Employment Standards (Knowledge of):**

1. Planning, organization, and direction of Rio Hondo's current Study Abroad Program.
2. Operations, services, and activities of the Study Abroad Program.
3. Applicable policies, procedures, goals, and objectives of the Study Abroad Program.
4. Organization, policies, and procedures of the Southern California Foothills Consortium for Study Abroad and the American Institute for Foreign Study (AIFS).
5. Eligibility criteria for students and faculty members participating in the Study Abroad Program.
6. Financial aid opportunities and scholarships available to students participating in the Study Abroad Program.
7. "Best practices" in international study pedagogy.
8. Mission, philosophy, and goals of the College.
9. District organization, operations, policies, and procedures.
10. California Community College System and functioning on state, local, and institutional levels.
11. Organization and coordination of records.
12. Pertinent federal, state, and local laws, codes, and regulations related to study abroad offerings, including appropriate sections of the California Education Code.
13. Accessibility issues and regulations related to study abroad.
14. Instructional and promotional techniques designed to accommodate diverse learning styles and promote welcoming learning environments for students from culturally diverse groups.

**Employment Standards (Skills & Abilities):**

1. Operate modern office equipment, including computer equipment and software.
2. Develop and maintain interpersonal relationships.
3. Plan, direct, and coordinate the operations of the Study Abroad Program.
4. Develop innovative study abroad programs and services to meet the diverse needs and interests of the community.
5. Establish feasible program goals and evaluate program results.
6. Analyze situations accurately and adopt an effective course of action.

7. Apply and interpret pertinent laws, rules, regulations, and policies.
8. Communicate clearly and concisely, both orally and in writing.
9. Prepare clear, comprehensive, and accurate reports, presentations, and correspondence.
10. Prepare comprehensive narrative and statistical reports.
11. Effectively utilize computer equipment, software, information management systems, and course management systems in the performance of duties.
12. Identify and respond to faculty issues, concerns, and needs with regard to study abroad.
13. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
14. Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the District's programs and functions.
15. Meet schedules and timelines.
16. Work independently with little direction.

**Minimum Qualifications:**

1. Master's degree in a related field preferred; Bachelor's considered.
2. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**Special Requirements:**

1. College teaching experience, including experience related to study abroad.

<sup>1</sup>The District retains the right to deny or reassign a release time position at any time based on changing needs for DAP. Assignment percentages and length of term may be adjusted by the District, as needed.