Study Abroad Manager

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Professional and Managerial Group

Study Abroad Manager

Centre for International Programs

Temporary full-time from August 12, 2019 to April 30, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0431

Please read the Application Instructions [1] before applying

The Study Abroad Manager is responsible for the safe and efficient running of all of the University’s official study abroad programs including ensuring the provision of intercultural education components. There are currently over 100 study abroad programs in 36 countries. Approximately 800-1000 students, faculty and staff participate in international programs annually, including incoming exchange students.

The incumbent is responsible for:

- Managing programs to ensure the University’s legal duty of care is met and that policies and procedures are in place to minimize risk to the University and endeavours to ensure the safety of student and faculty participants
- Assisting in the development of new programs in disciplines and geographic regions in keeping with the strategic goals of the institution
- Providing instruction in intercultural competency acquisition to classes at the instructor’s request and assisting faculty to include intercultural learning components in both on- and off-campus courses
- Maintaining a network of partners and contacts abroad
- Maintaining a current knowledge of world academic systems, issues of security and safety abroad, trends and innovations in the area of student mobility and the scholarship of teaching and learning in an intercultural environment

Requirements of the position include:

- Undergraduate degree in a related field plus a minimum of 3 years experience in international education and study abroad in a University setting, or an equivalent combination of education and experience
- Training through the International Educators Training Program or equivalent
- Proven communication skills, including intercultural communication
- Excellent judgement, tact and diplomacy
- Ability to make sound decisions under stressful circumstances
- Advanced knowledge of risk management issues and practices in international education
- Experience vetting and negotiating partnership agreements and contracts
- Demonstrated program planning, evaluation and presentation skills
- Excellent organization and time management skills

(Covering) Position Number   568-002
Classification               P05*
*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 07 24
Closing Date: 2019 07 31

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
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