



## RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT

# Director, Study Abroad

*20-60% Released Time  
depending on number of programs offered*

**Closing Date: May 30, 2024**

### **Objectives of Assignment:**

- Encourage the emphasis on international perspectives in the instructional program.
- Provide opportunities for Glendale Community College students to participate in credit foreign programs provided by the college.
- Encourage staff to participate in cross-cultural training and instructional opportunities.

### **Description of Assignment (Duties include but are not limited to):**

- Under the supervision of the Vice-President of Instructional Services (or designee) the Director of the Study Abroad Program will provide administrative coordination and supervision for all Study Abroad Programs, and will serve as the central point of access for information for students and faculty.
- The primary activity of the Glendale Community College Study Abroad program is to offer **3-5 educational trips (commensurate with level of released time)** to locations in foreign countries or more distant areas of U.S. The Study Abroad Director along with the Study Abroad committee will select a set of destinations spread across all of the college's regular semesters and intersessions according to policies set by the Study Abroad committee.

### **Tasks and/or Activities Required:**

- Promote faculty participation in the program from across the campus
- Liaison with travel providers to make sure the travel portion of the program is safe, enjoyable, and academically sound.
- Design, administer and assess student surveys
- Attend conferences with a focus on Study Abroad issues, especially those of health and safety concerns (subject to conference funding)
- Collaborate in the design and production of the program website, and posters for all programs
- Design and print brochures for all programs
- Maintain a program presence by holding regular on campus office hours to provide information to potential Study Abroad students
- Provide advertising flyers and posters for program faculty to disseminate across campus for each program
- Provide details for the programs to be advertised with California Colleges for International Education (ccieworld.org)
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- Secure program funds and keep accurate financial records

- Guide, train, and assist student workers in office matters (whenever student workers are assigned to the program)
- Regularly update the Study Abroad Manual
- Provide information to help students adapt to the host culture (loneliness, alcohol abuse)
- Process student applications and interview program candidates
- Work with Instructional Services staff to oversee the collection of **incoming** program payments from students,
- Maintain accurate student records and travel-related documents prior to departure and during the program.
- Travel to assess the viability of new and potential future programs
- Travel (**college covers some expenses**) to assess ongoing programs
- Call for and assess faculty applications and provide guidance for instructors
- Call for & negotiate vendor prices for programs. Assess vendor proposals based on cost, viability and vendor experience. Make vendor selection recommendations of to the study abroad committee and then to the Administrative Services office.
- *Director is responsible for handling all aspect of the **outgoing** payments, accounting, refunds and disbursements to vendors foreign and domestic. These responsibilities include but are not limited to securing the following at competitive prices:*
  - *Faculty airfare*
  - *Accommodations*
  - *Side trips*
  - *Local guides*
  - *Transportation and transfers*
- Assist students in obtaining airfare with favorable prices and schedules on airlines with an internationally recognized safety
- Review all contract documents and write contract summaries for all programs
- Assist students with visa and passport issues
- Consult regularly with the Controller to ensure that appropriate payments and deposits are made.
- Perform the duties of Faculty Director for a program that has no qualified faculty available to fulfill this need.
- Assist students with scholarship and grant applications
- Consult with program faculty regarding marketing strategies, program contract issues, instructor responsibilities, and country specifics
- Conduct follow-up student assessments for all programs
- Report regularly to the Administration on program issues and status
- Coordinate and run pre-departure orientation meetings for students on all programs
- Organize and chair meetings of the Study Abroad governance committee on a monthly basis or as needed.
- Attend Academic Affairs committee meetings as needed to discuss Study Abroad matters.

### **Supervision Exercised and Received:**

Supervision provided by the Vice President, Instructional Services

### **Desired Qualifications:**

- Significant experience with and commitment to Study Abroad Programs.
- Proven ability to work cooperatively and democratically with students, faculty and people from diverse backgrounds.
- Demonstrated administrative experience.

- Foreign travel experience.
- Prior experience in leading Study Abroad or travel tours for students or adults.
- Prior experience at directing a tour office.
- Experience directing a study abroad program at Glendale Community College.
- Ability to speak a foreign language.

**Stipend and/or Released Time:**

20% to 60% released time for the first year, depending on the number of programs being planned and offered as follows:

20% when no more than 1 approved program is offered during the year (Fall-Winter-Spring-Summer)– includes program management

30% when 2 programs are offered during the year (Fall-Winter-Spring-Summer)

40% when 3 programs are offered during the year (Fall-Winter-Spring-Summer)

50% when 4 programs are offered during the year (Fall-Winter-Spring-Summer)

60% when 5 programs are offered during the year (Fall-Winter-Spring-Summer)

Amount of RT/EP assignment shall be reviewed annually for years 2 and 3

Summer stipend to be negotiated as needed based on workload.

**Term of Assignment:**

Three (3) years subject to an annual review by the RT/EP Committee and the availability of funding.

**Application Procedure:**

1. Interested faculty members should submit an application (attached) and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee composed of the Vice President of Instruction, Senate President and Guild President will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.  
This position is subject to availability of continued funding.*



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Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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