

## Director, Office of International Programs

### Boston College

Boston College seeks to appoint a Director who will primarily be responsible for the administration and management of the Office of International Programs (OIP). Reporting to the Vice Provost for Faculties, the Director will coordinate all aspects of undergraduate education abroad for Boston College through international study programs, as well as contextual international learning opportunities at BC.

The Director will also be responsible for the following :

- Provide management, supervision and development for an experienced staff on the BC campus and for all BC program coordinators overseas;
- Manage the budget of the OIP, and with the Vice Provost for Faculties, contribute to financial planning of international undergraduate study programs;
- Oversee the production of publications, websites and databases for study broad;
- Work with the academic deans, departments and Program Advisory Committees to direct international undergraduate study program development, management and evaluation, encouraging and responding to faculty initiatives;
- regularly review all BC international undergraduate study program contracts;
- Coordinate safety and risk management policies and provide for appropriate training of staff to handle crises;
- Work with academic departments and deans to ensure the academic integrity of all programs in which BC students participate;
- identify, evaluate and develop international undergraduate study opportunities, internships and service learning to integrate with all areas of the BC curriculum;
- Establish an exemplary program for the academic advising, preparation and growth of students before, during and following their times abroad;
- Manage summer international undergraduate study programming to complement academic year offerings and assure quality;
- Represent BC at consortia and professional meetings related to international undergraduate education and study abroad.

### Requirements

A Ph.D. is preferred; a Master's degree is required. The Director of International Programs will have proven management skills in the field of educational administration and five to ten years of experience in an administrative position in university international education and study abroad, demonstrating strong fiscal management skills and demonstrated supervisory experience. Sophisticated knowledge of international study and internships; demonstrated leadership skills both on campus and in the profession of education abroad. The ability to work collaboratively and effectively with faculty, students and administrators are essential. Superb communication and writing skills along with having experienced living, working and/or studying abroad with knowledge of other languages in addition to English are expected.

### Closing Statement

Boston College is an affirmative action, equal opportunity employer. In concert with our Jesuit, Catholic mission, Boston College is dedicated to the goal of building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment and strongly encourages applications from women, minorities, individuals with disabilities and covered veterans.

For a detailed job description and to apply online, please visit [www.bc.edu/bcjobs](http://www.bc.edu/bcjobs) and reference job # 2592.