

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position: Study Away Coordinator**

**Preparation Date: December 21, 2018**

Function of the Position:

Reports to the Director for the Center of Integrative and Interdisciplinary Studies. The position will oversee education abroad and other relevant off campus experiences, including external fellowship applications. This includes individual and group advising, ongoing orientation, curriculum integration efforts, promotion and outreach strategy, returnee student engagement, program assessment and evaluation, marketing, and crisis response.

Duties and Responsibilities:

1. Advise students and faculty regarding study away opportunities; counsel students interested in studying abroad; lead large-group information and pre-departure sessions for students, prospective students and parents.
2. Develop an understanding of the college's curriculum, degree requirements, and academic policies to ensure accurate and proactive advising for students studying away.
3. Organize promotional and recruitment materials and events; conduct outreach across campus to promote awareness of and participation in the Study Away office; develop and maintain content for flyers, handbooks, newsletters, website, and other informational literature for students, faculty, parents, and other offices; actively promote study away through social media and other outlets.
4. Evaluate and assess program annually in accordance with college guidelines to ensure that education away aligns with college mission, goals, institutional policies and national best practices.
5. Evaluate current structure of study abroad model at the college, consider range of future options and collaborate with faculty and administration to implement changes as required.
6. Investigate possible external funding sources for study abroad and Integrative and Interdisciplinary Studies activities, coordination of administration, and implementation thereof.
7. Serve as a central resource and provide support for domestic and international May Term faculty regarding travel logistics and best practice for shorter-term faculty-led off campus study programs.
8. Provide support for the Martin Luther University (Halle, Germany) student/faculty exchange and Eisenach Immersion programs.
9. Provide on-campus support for Wartburg West programming.
10. Administer nomination, application and approval processes for programs, monitoring compliance with requirements and policies and maintaining accurate and up-to-date student records.
11. Conduct individual and group advising for students on academic and personal goals, program selection, health and safety issues, inter-cultural competency, etc.
12. Assist students in preparing to travel and live outside the U.S. (e.g., information regarding passports/visas, international travel, cultural adjustments, logistical arrangements for visas, insurance, health, and other needs).
13. Serve as primary point of contact, response and liaison with appropriate colleagues inside and outside the college (on-campus offices, partner schools, security and insurance agencies, parents etc.) for routine matters and for crisis management in the event of study away emergencies.
14. Work with students and faculty in support of applications for external scholarships and fellowships (Fulbright, Goldwater, etc.).
15. Manage the study abroad budget and other resources to serve students and the institution as a whole.
16. Develop procedures to enhance support of off-campus student internships.
17. Supervise student employees.
18. Other duties as assigned.

Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers regularly with supervisors.

Qualifications:

Requires a B.A., (M.A. preferred); previous relevant experience in higher education, advising/mentoring undergraduate students and/or in student programming; excellent customer service and communications skills, both oral and written; ability to effectively communicate in a variety of situations, including interpersonal and formal large-group settings to multiple audiences (students, parents, faculty, staff); ability to work in a diverse environment; outstanding organization skills and superb attention to detail; ability to work under pressure and to multi-task in a fast-paced environment, especially during peak times of the year; keen problem-solving skills; excellent technology skills including proficiency with social media.

Application Procedure:

Send a letter of interest including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, and contact information for three references electronically to [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled. Applications received before January 18, 2019 will be given full consideration. Preference will be given to qualified individuals with international travel experience.

*Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.*