

STUDY ABROAD FACULTY PROGRAM DIRECTOR

Start date: varied depending on program

General Description:

Ramapo College Study Abroad hires Study Abroad Faculty Program Directors for their study abroad programs located in a variety of countries. Ramapo College Study Abroad programs follows a model with its focus on experiential learning & intercultural competence to complement classroom instruction.

The Study Abroad Faculty Program Directors are generally responsible for:

- General management, implementation, and delivery of the study abroad program; Advising in matters regarding academic program delivery and scheduling;
- Organizing and delivering the students' initial cross-cultural orientation in collaboration with the Roukema Center for International Education (RCIE);
- Helping with the organization of educational visits and excursions and integrating the learning from these, into the traditional coursework parts of the program;
- Working with guest lecturers, as appropriate;
- Generally guiding and advising students in both their cross-cultural learning processes and academic experiences - thus serving as an educator/teacher in the broadest sense by assisting students to draw substantive connections from among different aspects of the experience;
- Conducting the program review, budget reconciliation and academic evaluation at the end of the program;
- Facilitating a constructive relationship between RCNJ students and host country nationals involved with the program;
- Managing program logistics and administration;
- Providing student support for medical, personal and security issues, with availability 24 hours a day/7 days a week in case of emergency;
- Negotiating cost-effective program services and managing the program budget throughout the program;
- Maintaining regular communication with the RCNJ Study Abroad office and submitting detailed, timely reports, as required; and
- Supervising the Study Abroad Program Assistant.

least one of the technical

es is a must. Further, he/she must be attuned to the
possess both commitment to academic excellence
gram. Among the latter are cultural sensitivity and
challenge; tact and diplomacy in working with host
bility; budget management skills; computer literacy;

immediately.

determined by application deadline dates.