

**St. Cloud State University  
Academic Director – Alnwick, England  
Position Description**

**Director Responsibilities**

***Administrative***

1. Principal responsible person providing overall leadership in administering, enforcing and upholding the academic policies and procedures pertaining to the program and the students.
2. Collaborate with the Resident Coordinator on all program operations including budget on cultural events and field trips.
3. Coordinate scheduling of courses offered by SCSU and the British faculty.
4. Coordinate the cultural and field events and activities with the curricular offerings insuring appropriate supervision of these activities.
5. Accompany and actively engage with program participants on all program-wide activities for the duration of the program except for official breaks unless prior approval has been granted by CIS and your Dean.
6. Provide academic and administrative coordination and foster an environment which enhances growth and development of the program.
7. Organize and participate in Alnwick community activities to enhance the visibility and reputation of SCSU.
8. Advise students on academic matters.
9. Participate in the on-site orientation and at all times when classes and field experiences are in session.
10. Participate in the special cultural and extracurricular activities offered to students as official parts of the program (e.g. field trips, host family activities, Alnwick community functions). (These examples are not meant to be an exhaustive list.)
11. Interact with students outside of the classroom (e.g. eating meals with the students, going to the theater, chatting in the common room, providing recommendations for travel plans).  
NOTE: Faculty teaching in the British Studies Program are expected to do more than simply teach their courses. The program provides an excellent opportunity for faculty to interact with students on a daily basis in ways not normally possible on campus.

12. Work collaboratively with the Associate Vice President for Academic Affairs/International Studies and the Center for International Studies before and during your directing abroad reassignment period, subject to the supervision of the Provost.

***Pre-Departure***

1. Serve on interview committee and participate in discussions with the search committee in selection of faculty.
2. Collaborate and communicate effectively with faculty on recruiting and planning for the program.
3. Actively recruit student participants beginning at least one year in advance of program including participation in study abroad fairs and freshmen orientation, large section classroom presentations, development and distribution of marketing materials including

posters, flyers, web pages, brochures, bookmarks, etc.

### ***Teaching***

1. Teach Introduction to British Cultural Experience, INTL 101, a one credit course, the term prior to directing the program in England. This involves a minimum of 12.5 contact hours not including the time spent attending the CIS mandatory orientation session.
2. Invite and encourage faculty member to attend and/or participate in INTL 101.
3. Teach Observations and Reflections on England, INTL 201, a two credit course, and participate in all field trip orientation sessions.
4. Teach a three or four credit course in your discipline. The course must be made relevant to the British Culture.
5. Exercise mutual respect toward your SCSU and British colleagues in conducting teaching, field trips, and other program related activities.
6. Interact with students outside of the classroom (e.g. eating meals with the students, going to the theater, chatting in the common room, providing recommendations for travel plans).

NOTE: Directors of the British Studies Program are expected to do more than simply teach their courses. The program provides an excellent opportunity for faculty to interact with students on a daily basis in ways not normally possible on campus.

### ***Upon Return***

1. Actively support international opportunities upon returning to SCSU including recruiting for future programs and participation on the British Studies Sub-Committee.
2. Submit a report upon to the International Studies Committee and the Associate Vice President for Academic Affairs/International Studies summarizing your program including what went well, what didn't go so well, and your recommendations for future programs. This report should also include your personal professional development growth and your action plans to internationalize the courses you teach and /or a degree program in your department/division.

**NOTE: This report is due within 30 days of return along with a presentation of your report to the British Studies Sub-committee.**

### **Director Qualifications**

#### ***Teaching***

1. Previous teaching or directing experience in the SCSU British Studies Program (previous teaching or directing experience in a higher education study abroad program involving U.S. students will also be considered).
2. Ability to teach effectively.
3. Ability to offer courses that are relevant to the host culture and
  - a. course(s) that meet general education requirements; or
  - b. course(s) that appeal to or meet the curricular needs of a large number of students.

*Administrative*

1. Ability and willingness to recruit and advise students.
2. Willingness and ability to work effectively with and be available to students, faculty, SCSU staff and castle staff prior to, during, and after the program.
3. Willingness and a desire to contribute to student and faculty growth and development prior to, during and after the program.
4. Flexibility and willingness to embrace cultural and structural differences.
5. Public relations and human relations skills, interests and sensitivities.
6. Ability to make decisions cooperatively and independently in frameworks that include: students; faculty; staff; administration; and community leaders.
7. Leadership ability.
8. Organizational and management skills.
9. Effective communication skills.
10. Ability to work well as a team member including collaborating closely with program faculty.
11. Ability to solve problems.

Note: Where determined equally acceptable, preferences will be given to a person who has participated less frequently in SCSU international programs.

Revised November 4, 2011