



BENNETT COLLEGE

Job Posting

Title: Assistant Director, Center for Global Studies

Date of Posting: 12/11/09

Department: Office of the Provost

Reports To: Director, Center for Global Studies

Job Code: 09-1211BGB

Closing Date: Until Filled

GENERAL SUMMARY:

The Assistant Director assists the Director in the management of the Center for Global Studies related to the four major components of the center's work: the Global Studies Minor and Certificate; Study Abroad; International Students and Scholars; and campus programs. The primary areas of responsibility for the Assistant Director are developing and managing international experiences for faculty, staff and students, including Study Abroad; grant writing to seek external funding to support these experiences; and campus-wide programs, workshops and presentations related to faculty, staff and student access to international opportunities.

ESSENTIAL JOB FUNCTIONS:

- Assists in the identification of international travel and study abroad experiences for faculty, staff and students
- Researches grant opportunities in furtherance of the Center's work, especially related to international experiences
- Assists in the development of presentations and workshops related to international opportunities for Bennett faculty, staff and students
- Advises and prepares students, faculty and staff for experiences abroad, including assistance in selecting appropriate programs
- Coordinates the study abroad application process for students and assists in compliance with registration and other attendant components, such as course approval and transfer credit requirements
- Prepares students for study abroad, including pre-departures orientation and campus re-entry upon return
- Assists in developing informational materials, including handouts and brochures, for campus programs about international experiences, such as study abroad fairs, international education week activities, ACES programs, and campus visits by program representatives
- Assists with special projects and other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of higher education preferred
- Knowledge of study abroad programs for college students preferred
- Knowledge of grant writing preferred
- Skills in standard office software, such as Microsoft Word, PowerPoint and Excel required
- Skills in resource management and the ability to seek new resources for support of programs and activities of the Center required
- Excellent oral and written communication skills
- Ability to prioritize multiple tasks and meet established deadlines
- Strong interpersonal skills
- Ability to work within a diverse community.
- Ability to work independently.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from a regionally accredited institution is required
- Master's or Ph.D. degree is preferred.
- Must have excellent data management skills and substantial cross-cultural and/or international experience.
- Supervisory experience in a college or university setting
- Professional experience working with faculty and students preferred
- Some level of proficiency in a foreign language is preferred.

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, salary history (on separate sheet), and three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year), reference **Job Code 09-1211BGB**

If available, please submit unofficial transcripts. Official transcripts are required if an offer of employment is made.

You can send your information one of three ways:

Mail to: Human Resources, Bennett College for Women, 900 East Washington Street, Greensboro, NC 27401

Email to: hr@bennett.edu

Fax to: 336-517-2103

Resumes received without the job code and salary history will not be considered.

NO PHONE CALLS PLEASE!

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