

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.

Specific Requirements:

Master's degree required (Ph.D. preferred), in discipline related to the program theme as well as academic and practical knowledge of the region with advanced research experience in at least one of the technical areas covered in the course, required.

College teaching and experience with U.S. undergraduates is a must. Further, he/she must be attuned to the educational philosophy and expectations of RCNJ and possess both commitment to academic excellence and the personal leadership qualities required by the program. Among the latter are cultural sensitivity and adaptability; intellectual curiosity and enthusiasm for challenge; tact and diplomacy in working with host nationals, and U.S. American students; organizational ability; budget management skills; computer literacy; energy; and a sense of humor.

Application deadline:

Open until filled, with first review of resumes beginning immediately.

Contract offer is contingent on enrollment levels to be determined by application deadline dates.