



## Job Description

### SECTION 1: JOB DESCRIPTION

Job Title:	Director of Grinnell-in-London and Grinnell-in-Washington D.C.
Department:	Office of Off-Campus Study
Reports to (Title):	Director of Off Campus Study
Date completed:	August 2019
Name of person completing this form:	Kate Patch
Title of person completing this form:	Senior Director of Global Initiatives

### JOB SUMMARY

*In three to five sentences, please briefly describe the job's primary purpose to the department.*

The Office of Off-Campus Study (OCS) oversees semester and year-long global opportunities within Grinnell College's Institute for Global Engagement (IGE), including Grinnell-in-London (GIL) and Grinnell-in-Washington, D.C. (GIW). These long standing flagship programs provide unique learning opportunities for students and faculty in London and Washington, D.C.

The Director of GIL/GIW manages and oversees Grinnell's two distinctive programs including the recruitment of faculty and students, managing all the program logistics including short-term travel, coordinating the marketing and maintaining the budgets. The Director will also work with our alums in both London and Washington, D.C. by coordinating network opportunities and overseeing our new host community program in both locations. In addition, the Director serves as the lead for intercultural learning within IGE and will create and administer programmatic workshops and events as well as contribute to pedagogy.

### ESSENTIAL JOB RESPONSIBILITIES

*List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)*

#	Responsibility	% of Time
(1)	Manage the Grinnell in London (GIL) and Grinnell in Washington, D.C.(GIW) semester-long programs, working with our London and Washington D.C. partners, Grinnell faculty and students, Grinnell alumni, and various units on campus who help support these programs. Oversee all components of the programs including budget management, contracts and leases, and annual strategic planning.	40%
(2)	Work with interested and selected faculty on pedagogy, learning outcomes, course proposals, pre-departure orientations, onsite cultural courses, re-entry events, preliminary site visits, budgets, housing and other subsidies, marketing, and recruitment. Process program payments and faculty reimbursements.	20%

#	Responsibility	% of Time
(3)	Travel to London annually to assist program with preparations, onsite orientation and the Core-Cultural Course. Travel to Washington, D.C. occasionally as needed to attend events and/or assist the program.	10%
(4)	Advise and support students before, during, and after the experience. Market and promote both programs (alongside Grinnell faculty) through the production of print and electronic promotional/marketing materials, informational sessions, social media, and other communications.	15%
(5)	Serve as the lead for intercultural learning within the Institute for Global Engagement, designing and administering programmatic workshops and events for students, faculty and staff.	10%
(6)	Represent OCS during site visits, conferences, workshops, and professional service and development opportunities both on and off campus, with approval from the Director.	5%

## GENERAL RESPONSIBILITIES

#	Responsibility
(1)	Maintain regular attendance in accordance with department policy.
(2)	Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
(3)	Understand and comply with the policies of the College Staff Handbook.
(4)	Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
(5)	Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
(6)	Protect confidentiality of College information.
(7)	Provide leadership to others through example and sharing of knowledge/skill.
(8)	Communicate with others in a courteous and helpful manner.
(9)	Perform other duties as assigned.

## SUPERVISORY RESPONSIBILITIES

**Does this job have supervisory responsibilities?**  Yes  No

If no, proceed to the next section (supervision received).

## SUPERVISION RECEIVED

Select the level of supervision that this position receives from their supervisor.

- 4: General Direction: receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.

## **EDUCATION**

*Select the level of education needed to successfully accomplish the essential duties of this job.*

- 6: Master's degree (M.A.) or equivalent

If a specific degree is necessary, please list it below. (i.e. B.A. in Accounting)

## **EXPERIENCE**

*Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.*

- 5: Five years or more

## **COMPUTER OPERATIONS**

*Please check one of the following:*

- 5: Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

## **CERTIFICATES, LICENSES, REGISTRATIONS**

*List the licenses, certificates, or registrations that are required to perform the essential duties of this job.*

## **TRAVEL**

*Please check one of the following:*

- 3: Occasional overnight travel (up to 20%) by land and/or air.

## **ADDITIONAL INFORMATION OR QUALIFICATIONS**

*Include any other information that will aid in the preparation of an accurate description of this job.*

Preferred qualifications:

-5-7 years of work experience in the education abroad field including previous engagement with NAFSA and/or the Forum on Education Abroad.

- Previous experience working with education abroad programs in the U.K./London
- Experience building and teaching intercultural communication pedagogy and courses
- Event management, public speaking, and marketing experience.
- Proficiency in a second language and/or experience living, working, and/or studying abroad.
- Strong oral and written communication skills, with the ability to establish and maintain effective relationships with individuals from culturally diverse backgrounds
- Knowledge of the liberal arts .

## SECTION 2: ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

### MENTAL/COGNITIVE REQUIREMENTS

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effective communication skills (written and verbal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Composing & comprehending communication materials (written and verbal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Establishing effective interpersonal relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adjusting to changes (work load, environment, department structure, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Making decisions of moderate to substantial consequence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing mathematical calculations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editing reports or technical materials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planning and organizing (work load, schedules, events, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handle stressful, emotional and/or frustrating situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with numerous distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working under a time pressure and within timelines/deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Coordinating work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handling multiple assignments and priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Completing work in an accurate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concentrating - maintaining attention to details and tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Memory functions (remembering names, details and procedures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: Ability to work with faculty and advise students with sensitivity, including appropriate referrals, maintaining confidentiality, building collaborative relationships, and handling sensitive matters with tact and discretion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## PHYSICAL REQUIREMENTS

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to walk up or down stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

Check the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds (with an assisted device)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds (with an assisted device)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check one of the following:

- 1: Sedentary physical activity performing non-strenuous daily activities.
- 2: Light physical activity performing non-strenuous daily activities.
- 3: Moderate physical activity performing somewhat strenuous daily activities.
- 4: Heavy physical activity performing strenuous daily activities.

Does this job have any vision requirements? Check all that apply.

- No vision Requirements
- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

## WORK ENVIRONMENT

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration (i.e. operating jackhammer, impact wrench)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check one or more of the following locations where this job would work:

- 1: Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
- 2: Outdoors exposed to changing weather conditions (for instance, rain, sun, snow, wind, etc.)
- 3: Outdoors but in an enclosed vehicle protected from extreme weather conditions.

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Quiet (example: private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

## ADDITIONAL INFORMATION

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.