Job Description

Job Title:	Director of Global Learning	**Grade:**	L
Department:	Levine Campus	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function

This position will guide College globalization efforts and facilitate the integration of global learning into College curriculum. In addition, the incumbent will manage, promote and oversee all operations of College global learning and study abroad as well as seek funding and scholarships for international projects and programs.

Characteristic Duties and Responsibilities:

1. Oversees and encourages College globalization efforts.
2. Confers with the Global Learning Committee to receive direction and set goals for the College.
3. Implements a unified "best practices" approach to Education Abroad procedures.
4. Acts as gatekeeper to insure that programs follow college procedures.
    a. Verifies submission of authorization forms for all programs abroad according to CPCC procedures
    b. Verifies waivers/agreements for faculty/student participants for each program
5. Provides faculty/staff training in College procedures regarding the development of programs abroad.
6. Guides faculty/staff in arranging, preparing, conducting pre-departure orientation meetings.
7. Counsels students, faculty and staff seeking opportunities and available programs abroad.
8. Directs and develops the use of the virtually equipped Global Classroom, LT1140.
9. Researches grants that support international outreach and integration.
10. Supports international internships, work study, service learning projects as well as study abroad.
11. Works with appropriate personnel in Finance and Administrative Services to procure applicable insurance coverage.
12. Updates the Global Learning CPCC web portal to expand globalization resources.
13. Updates the study-abroad website to include all currently sanctioned education abroad programs.
14. Answers inquiries and maintains CPCC website content and forms for all sanctioned programs.
15. Researches and recommends new programs.
16. Works with Marketing Services and instructors on program recruitment, promotional initiatives and materials.
17. Coordinates with the International Student Services Office to develop student exchanges and international partnerships.
18. Supports and promotes faculty/student exchanges and partnerships.
19. Manages and promotes Fulbright Programs.
20. Manages and promotes the Congress Bundestag Youth Exchange Program working with the Cultural vistas organization (formerly CDS International) according to their procedures.
21. Assists with the implementation of the HUM120 credit option for student programs abroad.
22. Performs other duties ass assigned.

Reporting Relationships:

Direction Received: Reports to Dean

Direction Given: Responsible for directing and monitoring the work of faculty, non-faculty, temporary and student employees

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. September 2011

Job Description

Job Title:	Director of Global Learning	**Grade:**	L
Department:	Levine Campus	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Minimum Requirements:
Master's degree and two years of education abroad experience

Knowledge, Skills, Abilities and Worker Characteristics
Strong commitment to international education
Research and evaluation skills
Supervisory skills
Knowledge of principles and practices of program management
Knowledge of methods and techniques of program development and evaluation
Experienced travel and knowledge of student travel needs and legal requirements
Strong communication skills both oral and written
Involvement in Charlotte's international community

Working Conditions:
Typical office environment; Frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse; extended periods of travel outside of the United States

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. September 2011