

## **Boston University Human Resources**

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DIRECTOR, GENEVA PROGRAMS, Study Abroad

### **Tracking Code**

1478

### **Job Description**

The Director of Boston University's Geneva Program oversees all aspects of the University's study abroad programming delivered in Geneva, including management and recruitment of staff, program budgets, internship placements, student life and excursions, housing/office operations, immigration, student emergency response, health and safety, and curriculum development/revision. The Director also builds and maintains relationships with institutions and organizations in Switzerland that directly relate to program operations, including academic partners and international organizations. The Director takes an active role in the University's effort to publicize BU Study Abroad, a division of BU's Global Programs office, and reach enrollment goals for the Geneva Program. Working in close collaboration with Global Programs leadership and other BU colleagues, the Director will also support as appropriate the University's effort to build its global engagement. This may include a variety of efforts to advance the profile of Boston University in Switzerland by facilitating collaborations with organizations and academic institutions, assisting BU faculty and staff in Switzerland, and supporting the planning of strategic BU events in Switzerland. The position reports directly to the Executive Director of Study Abroad. This position is based full-time in Geneva, Switzerland, and appropriate permit/authorization to work in Geneva is required for consideration.

#### Key Areas of Responsibility

##### Finance and Operations:

- Oversee the operating budget for the program and review and approve monthly expense reports submitted to BU Global Support Finance Team.
- Manage the program's bank accounts, with signatory authority on any local accounts.
- Manage relationship with local accountant and coordinate with Global Support and Study Abroad to ensure proper tax reporting and filings are met.
- Manage housing operations and facilities for student dormitory with 50+ beds, including oversight of repairs and other building work.
- Oversee the operational needs of the program as they relate to office space, equipment, furniture, etc.
- In coordination with Global Support and Study Abroad, ensure compliance with local laws, including registration of the program, employee taxation, property regulations, and any other legal policies and procedures as they affect the program. Keep BU Global Programs leadership informed of changes in local legislation and national regulations as they pertain to the program.

##### Student Life:

- Oversee all aspects of health, safety, and student life for the program as a first responder, including housing, excursions and other cultural activities, potential health and safety concerns with hosting US students in close consultation with the Director of Operations, Study Abroad and the Associate Director, Health, Safety and Security on the Global Support team.
- Lead cultural & academic excursions, orientations, and other extra-curricular activities.
- Respond to student emergencies and provide appropriate support and resources.
- Liaise between students and their internship providers when needed throughout the semester, in particular where issues are elevated from other staff members.

#### Academics:

- Build and maintain collaborative and strong relationship with the University of Geneva to develop and oversee curricula and ensure the academic integrity of the program as well as the academic success of the students.
- Build and maintain collaborative and strong relationship with the European Organization for Nuclear Research (CERN), UN and other multinational organizations, and IGOs/NGOS for research and training opportunities.
- Ensure the program is in compliance with all academic policies and procedures of Boston University, working in conjunction with BU Study Abroad and its Director of Academic Affairs.
- Report on the academic progress of the program, keeping the Study Abroad Director of Academic Affairs updated on all issues related to grades, student progress, course appropriateness.
- Develop, expand and nurture the network of internship providers essential to the success of the internship component of the program.

#### Personnel and Human Resources:

- Work with Study Abroad and Global Support teams on all staffing change requests and employee hiring matters.
- Supervise all full- or part-time staff members of the program, including, where relevant, student employees, to include instructing, planning and assigning work, maintaining standards, coordinating activities, acting on employee problems, selecting new employees. Review and evaluate work for effectiveness, accuracy and adherence to department policies.

#### Recruitment and Marketing:

- Participate in and contribute to the University's effort in publicizing BU Study Abroad.
- Work closely with the Study Abroad Executive Director and Associate Director, University Relations and Campus Outreach, and other members of Global Programs in branding the program.
- Foster alumni relations with graduates of the program and assist in the efforts of Boston University's Office of Development and Alumni Affairs as needed; assist other University offices as needed.

#### Strategic Planning & Program Development:

- Work with the Study Abroad Executive Director, Vice President and Associate Provost for Global Programs, and other Global Programs staff on the development of new program initiatives, their development and implementation.
- Participate in the strategic planning process and review for the program. Analyze the strengths, weaknesses, opportunities, and threats of the program from an operational, financial, legal and academic perspective.
- Update the Executive Director on the presence of other study abroad providers in the area, make recommendations on areas of development.
- Submit a report at the end of each calendar year outlining the highlights and issues of the program as well as areas of development.

**PLEASE DO NOT APPLY THROUGH THE HR WEBSITE!** Applicants should submit CV and cover letter to Mary Thames at [mthames@bu.edu](mailto:mthames@bu.edu)

## **Required Skills**

Job Requirements Qualifications, skills and attributes required for the role:

- Minimum Bachelors degree required; postgraduate qualification desirable;
- 5-8 years professional work experiences in higher education and/or international education administration;
- Experience working with American students traveling abroad and strong understanding of American higher education administrative and academic practices;
- Experience in Geneva, including interactions with international organizations and NGOs, strongly desired;
- Excellent managerial, communication and organizational skills in a cross-cultural environment, the ability to work cooperatively with administrators, faculty, students and staff on- and off-campus; the ability to communicate professionally and clearly in writing and orally; the proven ability to manage people and projects effectively; must be able to multi-task and manage competing priorities;
- Proven ability to manage people and projects effectively;
- Exercise of sound judgement and appropriate response in emergency situations involving students;
- Must manage expectations with diplomacy and manage competing priorities;
- Travel to the US for meetings and recruitment, and within Switzerland for program activities.
- Proficiency in written and spoken French and English.
- This position is based full-time in Geneva, Switzerland, and appropriate permit/authorization to work in Geneva is required for consideration.

## **Job Location**

Geneva, Switzerland

## **Position Type**

Full-Time/Regular

**Salary Grade** Competitive