

**Director - Stanford Program in Paris France
Stanford University**

The Bing Overseas Studies Program (BOSP) at Stanford University is seeking qualified candidates for the Director of the Stanford Program in Paris, France. This is a full-time, regular, administrative position.

The Director of the Stanford Program in Paris is charged with nourishing an intellectual and social environment that is supportive of excellence and high academic standards for Stanford undergraduates. The Director is responsible for the academic and administrative management and day to day operation of the Bing Overseas Studies Program (BOSP) center in Paris, and for making decisions on local resource allocations and priorities, recognizing both local practice and Stanford University operating principles.

The Stanford Program in Paris is a three-quarter academic program supporting an average of 100 undergraduate students per year. This position supervises four administrative staff employees and manages the employment of lecturers and tutors associated with the program. The Director has immediate responsibilities for Stanford undergraduates attending the center each quarter and for providing direction, leadership, advising and support for their needs, in close collaboration with BOSP home campus staff. This position reports jointly to the Faculty Director and to the Associate Vice Provost, Executive Director for BOSP at the Stanford campus in California.

CORE DUTIES

- Academic Program Management
- Administration and Budget Management
- Student Life Oversight

These duties may be adjusted as needed to suit the academic and business needs of the Stanford Bing Overseas Studies Program.

MINIMUM REQUIREMENTS

Education and Experience

- Earned Doctorate or equivalent experience with professional advanced degree
- 3+ years of university level teaching experience
- Demonstrated professional administrative experience in higher education in managerial role
- Professional experience with American undergraduates at an institution similar to Stanford preferred, but not required
- Experience with overseas study programs preferred, but not required

Knowledge, Skills and Abilities

- Near-native French language proficiency, both oral and written
- An advanced level of fluent English skills both oral and written to enable effective communications with those whose primary language is English
- Advanced knowledge of French culture, history and business etiquette
- General knowledge of French academic communities
- Ability to provide academic and managerial leadership of the program and office
- Computer proficiency with skill in using Microsoft Word, PowerPoint and Excel
- Demonstrated ability to establish priorities, manage shifting priorities, and handle numerous time-sensitive projects with multiple deadlines, working independently and collaboratively as appropriate with professional colleagues both within the center and abroad in a team-oriented environment

- Ability to accomplish goals working through formal and informal channels, with diplomacy and tactfulness
- Demonstrated creativity, problem solving, critical analysis, initiative, judgment, and decision-making skills
- Understanding of working in a complex university or similar environment with proven ability to exercise patience and flexibility with students, parents, staff, and faculty and outside constituents
- Awareness of and sensitivity to the diverse population of Stanford University students
- Strong interpersonal skills, adept at fostering and maintaining effective collaboration, trust, teamwork and respect.
- Must be legally authorized to work in France
- Will work variable hours, evenings or weekends within French legal framework
- Will travel locally and/or internationally, with occasional overnight travel

APPLICATION DEADLINE: January 10, 2021

STARTING DATE: Preferably 1 June 2021

EMPLOYMENT CONDITIONS:

- Salary will be commensurate with experience.
- At the time of hire must be legally authorized to work in France
- Must comply with all visa, work authorization, and tax related laws and regulations as a condition of employment.
- Position is benefits eligible subject to applicable French/US laws, regulations and Stanford University policy.

Qualified candidates for the Director, Bing Overseas Studies Program, Paris, France should apply online at:

<https://app.hiremojo.com/mojo/ce/485242307/Stanford-Global/France/Paris/Director>

Inquiries to the search committee should be directed to:

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