



SYRACUSE UNIVERSITY STRASBOURG

Assistant Director for Student Success

Syracuse University is seeking an experienced and dynamic Assistant Director for Student Success for its prestigious and historical study abroad center in Strasbourg, France. This full-time, permanent position provides leadership support to ensure continued excellence and innovation in Syracuse Strasbourg's programming in the areas of academic administration, program advising, and student health, wellness and safety. The Assistant Director reports to the Center Director and serves as a thought partner on key strategic issues. This role also collaborates with Syracuse Abroad campus partners on developing relevant policies and protocols.

To Apply

Interested applicants should submit their CV and cover letter to the hiring committee by emailing Alison Bayart ambayart@syr.edu. Applications will be reviewed on a rolling basis until the position is filled. Initial screening will begin May 29.

The Syracuse University Strasbourg Center

Established in 1974, the [Syracuse Strasbourg Center](#) is part of the global network of study abroad programs overseen and supported by Syracuse University in New York, U.S.A. Located in a turn of the 20th century villa, which looks out onto the river Ill, the Strasbourg Center hosts roughly 150 students per year (fall, spring, and summer terms); employs an engaged and energetic team of five permanent staff and 20 adjunct faculty members; offers 35+ Syracuse University-approved courses across 15 disciplines; and offers 20 field trips, a robust internship program, and a variety of additional immersive, experiential and intercultural learning opportunities.

Strasbourg itself is a hub of international institutions and European cooperation, rich cultural and artistic traditions, and a diverse citizenry including more than 50,000 students from France and abroad. This makes it an ideal location for Syracuse Strasbourg to advance Syracuse University's commitment to inter-cultural learning, global engagement, and public impact.

The Assistant Director's Responsibilities

Academic Administration and Advising

The Assistant Director serves as the overall lead in the area of academic administration and program advising.

- Oversee, establish, update, and implement academic policies and procedures in coordination with on-campus colleagues.
- Provide and/or coordinate academic support to students, including engaging with students experiencing academic difficulties and liaising with faculty and on-campus student advisors as well as other on-campus colleagues.
- Oversee, develop, and implement new experiential learning opportunities in line with strategic priorities. Serve as an advisor to the Director in developing new opportunities for experiential learning.
- Develop and maintain a database of potential faculty, guest speakers, and key contacts related to the academic and experiential learning realm.
- Support new faculty recruitment, screening, and on-boarding; assist with new course approval process as needed.
- Provide on-going administrative support to current faculty, especially on IT tools (e.g., My Slice, Orange Success, Blackboard). Advise on classroom design and furnishings for optimal teaching and learning.
- Establish and coordinate the academic calendar and course schedule, in coordination with on-campus colleagues and partners at Sciences Po Strasbourg, the University of Strasbourg, and the National Institute of Applied Sciences. Ensure that requirements regarding credit hours and credit approvals are in place. Contribute to course and exam scheduling.
- Provide individualized and comprehensive support to students applying to and enrolled in local partner school programs. Collect and translate syllabi and provide additional course approval materials as needed.
- In partnership with the main campus academic team, support the course registration process.
- Depending on academic specialization, qualifications and center need, teach one to two courses annually.

Student Services and Support

- Supervise the Student Activities Coordinator in the organization of activities, events, and study trips for students. With a lens towards inter-cultural learning and Diversity, Equity, Inclusion, and Accessibility (DEIA), evaluate programming and provide on-going suggestions for improvement.
- Working with the Student Activities Coordinator (and at times the Director), regularly lead study trips from groups ranging from 10-60 students. Study trips range from day trips to two- or three-night trips.
- Oversee the Orientation process for in-coming students as well as the Departure/Re-Entry process for out-going students, including on-line features of these processes (Orange Abroad, Blackboard etc.).
- Supervising the Student Support Facilitator, provide case management support on students' physical health, mental health, and wellness during their time abroad.
- Serve as a member of the Emergency on-call team, on a rotating basis, and respond to student emergencies in coordination with the team at Syracuse University Strasbourg and on-campus colleagues.
- Working with on-campus partners and the Director, develop, maintain, and implement a Syracuse University Strasbourg Emergency Preparedness Plan (and/or set of

protocols), including staff and faculty training and proactive safety communication to students.

- Serve as the lead for coordinating the response, resources and support for Diversity, Equity, Inclusion, and Accessibility, sexual harassment, assault, and Title IX-related issues.

Other

- Under the guidance of the Director, represent Syracuse University Strasbourg in external engagements and internal working groups as well as serve as a liaison with staff in other parts of the Syracuse University Abroad system.
- On an ad hoc basis, contribute to housing-related considerations and issues.
- Assume the role of Director *ad interim* in the absence of the Director.
- Other duties, as assigned.

Skills and Qualifications

- Demonstrated commitment to inter-cultural learning and the values of study abroad.
- Good understanding of U.S. academic university structures and academic procedures.
- Ability to foster academic excellence and innovation across disciplines and to draft and implement academic policies.
- Significant experience working with college-aged American students, especially in study abroad programs, and an interest in engaging with them on academic-related concerns.
- Experience in managing people and an interest, empathy, and desire to support students facing mental, physical, and wellness concerns.
- Work authorization in France.
- Professional fluency (spoken and written) in French and English. German-speaking and other language abilities would be an asset.
- Master's degree. A doctoral degree preferred.

About Syracuse University Abroad

Syracuse University is nationally recognized for its premier, high quality, innovative education abroad programming, and is currently ranked #9 for Best Study Abroad Programs by U.S. News & World Report and #7 in the Institute of International Education (IIE) Open Doors rankings for student participation on mid-length (i.e., semester/quarter) study abroad programs (2019/20). We operate five study abroad centers around the world - currently located in the EU, the UK and South America, with several centers running for 50 years or longer. Our centers abroad are supported by 35 full-time staff in our Syracuse, New York office working in areas of budget/finance, academics, marketing, admissions, student services, institutional relations, and administration, as well as wider campus partners and resources. There are hundreds more faculty and staff at our centers abroad.

[More about Syracuse Abroad](#)