Job Description
UCSC Education Abroad Program (EAP) Faculty Director

Duration: Annual Appointment
Compensation: $5,000 annual payment to research account, one course release
Reporting: Vice Provost and Dean of Undergraduate Education

The Director has a broad purview of innovation and leadership with respect to international student recruitment, international student education, and the Education Abroad Program. The EAP functions as an academic unit with oversight provided by the campus faculty director. Duties include, but are not limited to, leadership in:

- Student selection with final authority on campus-based selection decisions including exceptions, extensions, waivers, and appeals. Works in close collaboration with UCSC’s Director of Programs Abroad and EAP advisers.

- Issues related to the safety and security of UCSC students abroad, and of EAP Reciprocity students studying at UCSC. Serves as a representative to media and other groups should such issues arise.

- Compliance with academic policies of UC and the Education Abroad Program. Selection and review of Study Center Directors.

- Evaluation of the administrative aspects of the Education Abroad Program such as issues related to staffing, budget, outreach activities, safety issues for students, and defining goals. Advocates for EAP office resources.

- Integration of coursework taken by students abroad into the curricula at UCSC.

- Membership on the Council of EAP Campus Directors and UCSC’s Committee on International Education (ex-officio). Serves as a liaison to academic and administrative units, divisional and system-wide senate committees, and others as appropriate regarding issues related to education abroad. Responds to review reports and other requests for information.

- Advocacy and diplomacy for EAP activities and initiatives at UCSC. Assures that EAP Reciprocity students, international visitors and program representatives from partner institutions and affiliates find a welcoming environment at UCSC.

- Recruitment of international students to UCSC. Works with Admissions Office staff, including the International Student Recruiter, to develop strategic and operational plans for increasing international student enrollments on campus and ensuring that they are retained and graduate.

- Representation of EAP at campus-wide functions, student events, and other gatherings.