

Director, Boston University London Programs

Job Description

Position Summary:

The Director oversees all aspects of the Boston University Study Abroad (BUSA) London site, a component of Boston University Global Programs (GP). This includes hiring and supervising London Study Abroad staff and faculty, budget planning and management, all aspects of student programming (curriculum, academic internships, excursions and other cultural activities, student life, etc.), overseeing site facilities and operations, health and safety issues and emergencies, legal compliance including immigration regulations, and maintenance of relationships with institutions and organizations in London directly related to program operations. The Director supports efforts to publicize BUSA London programs and to reach appropriate enrollment goals, and may be expected to participate in student recruitment efforts.

In addition, and 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 the UK by facilitating collaborations with organizations and academic institutions, assisting BU faculty and staff in the UK, and supporting the planning of strategic BU events in the UK.

This position is based full-time in London, UK, and appropriate permit/authorization to work in the U.K. is required for consideration. The director is an employee of BU London, with a benefits package appropriate to the U.K.

Key Responsibilities/Essential Job Functions:

Operations (25%)

- Manage building operations and facilities for student dormitories with 320+ beds, classrooms, offices including oversight of repairs and other building maintenance work.
- Oversee the operational needs of the program as they relate to office space, equipment, furniture, etc.;
- Ensure compliance with local laws as they pertain to all aspects of operating in the UK as a foreign institution, including program registration, employee taxation, immigration regulations, property regulations, data protection, and any other legal policies and procedures as they affect the program;
- Act as the University's local representative, and interface with UK regulators as required;
- Keep VP/AP Global Programs and Executive Director, Study Abroad informed of changes in local legislation, and other major operational issues, as they pertain to the program;

Finances (20%)

- Oversee site operating budget, including review and approval of monthly reporting;

- Manage site bank accounts, with signatory authority on accounts;
- Manage relationships with accountants, including to ensure proper tax reporting and filing;
- Act as an officer of the University's UK legal entity, as directed by BUSA/GP;
- Keep BUSA/GP updated on changes in the UK economic and financial policies, as they relate to the program;

Health, Safety, and Security (15%)

- Oversee all aspects of health, safety, and security for the London site, for staff, faculty and students, including facilities, housing, excursions and other cultural activities, student and staff wellbeing, and any potential health and safety concerns associated with hosting US university students in the UK;
- Act as first responder in close consultation with the Boston-based Safety Management Team, including, as appropriate, the VP/AP Global Programs, Executive Director, Study Abroad, health and safety staff, Deans, and others as needed (this includes on-call responsibilities and after-hours coordination and management of emergencies)

Personnel (15%)

- Work with BUSA/GP on all staffing changes and hiring of employees;
- Supervise staff members of the London program, directly or indirectly; supervisory duties include instructing, planning and assigning work, maintaining standards, coordinating activities, acting on HR problems; review and evaluate work for effectiveness, accuracy and adherence to department policies; offer advice and assistance as needed;

Academics/Programs (15%)

- Oversee curriculum delivery and hiring/oversight of faculty with the support of the Deputy Director, London, and guidance from BUSA/GP;
- Ensure the academic integrity of the program, including evaluation and assessment processes, and compliance with all academic policies and procedures of Boston University, working in conjunction with BUSA;
- In collaboration with the Deputy Director, London, report on the academic progress of the programs, including any curriculum updates (e.g. new course development);
- Maintain, with the support of EUSA, a network of internship providers for BU program students, assist with placement of students, and evaluate placements regularly;
- Work with BUSA Executive Director, Associate Director of Program Development, and BU faculty on the development of new program initiatives at the London site;
- Keep VP/AP Global Programs and Executive Director, Study Abroad informed of changes in local legislation and other major academic issues as they pertain to the program and higher education in general;

Marketing/Recruitment (5%)

- Contribute to the University's effort in publicizing BU Study Abroad, with specific reference to London programs, and including outreach to non-BU partner schools;
- Act as liaison between Boston University and institutions and organizations in London;
- Foster alumni relations with graduates of the London Program and assist in the efforts of Boston University's Office of Development and Alumni Affairs as needed;
- Coordinate as appropriate with the Global Support Communications team;

- Assist other University offices as needed;
- Assist with student recruitment as needed.

Strategic Planning (5%)

- Participate in any strategic planning process and review for the London program; analyze the strengths, weaknesses, opportunities, and threats of the London programs from an operational, financial, legal and academic perspective;
- Update the Executive Director and VP/AP on the presence of other study abroad providers operating in London, make recommendations on potential 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.

Required Qualifications, Skills, Abilities:

- Minimum Master's degree; Doctoral degree preferred but not required for qualified applicants;
- 10+ years of professional work experience in higher education and/or international education administration, ideally with some exposure to experiential learning/internships;
- Experience with American students studying abroad and a strong understanding of American higher education administrative and academic practices;
- Experience working/living in London strongly desired;
- Excellent managerial, communication and organizational skills in a cross-cultural environment;
- Ability to work cooperatively with senior administrators, faculty, students and staff in the UK and the United States;
- Ability to communicate professionally and clearly in writing and orally;
- Ability to exercise sound judgment and appropriate response in emergency situations, experience with managing crises strongly desired;
- Travel to the US for meetings and recruitment several times each year, and within the UK for program activities as required.

Additional information

- Director, BUSA London has contact with all coworkers and interested parties in the London program, including students, alumni, parents, staff, faculty, vendors, distinguished guests, community leaders, internship providers, etc. All interaction with the constituents must be professional and uphold the standards of the Boston University faculty and staff codes of conduct.
- Confidential data: All information (written, verbal, electronic, etc.) that an employee encounters while working at Boston University Study Abroad London is considered confidential. Must adhere to Boston University compliance policy, department guidelines/policies and all applicable laws and regulations at all times.
- Applicants should submit CV and cover letter to gptalent@bu.edu