**Job Description**

**Director of the Florida State University Florence Study Centre**

# An Introduction to the Role

The Florida State University Florence Program has served the North American Study Abroad population for over 50 years and continues to go from strength to strength in terms of both its size and its reputation. With programs ranging in duration from one month to one year, the Centre hosts approximately 300 students per year.

The Director of the Florence Program is an integral member of the university administrative team and will work collaboratively with colleagues both in the US, Europe and the Republic of Panama to support the implementation of Florida State University International Programs’ educational mission. In Florence, the Director is charged with providing an academically productive and culturally rewarding student experience. The Director will offer creative leadership to colleagues and students, hire local faculty and staff, ensure the maintenance of rigorous academic standards and oversee the day to day administrative functions of the Study Centre. In conjunction with colleagues on the main campus in Tallahassee, Florida, the Director will work toward the continuing expansion of the Florence Program.

The role of Director is varied and requires someone who is goal-oriented with attention to detail. The Director must possess excellent interpersonal skills, preferably have a record of administrative experience within the Higher Education or international student sector, and demonstrate organizational ability and fluency in Italian and English. This expertise should be combined with team spirit, a flexible and dynamic approach, and a real enthusiasm for working with students in a pastoral care setting.

Ideal candidates should also possess an understanding of the North American university educational system as well as an awareness of the unique problems and experiences that students have when studying overseas.

**Duties and Responsibilities**

The Director is responsible for the development, interpretation and implementation of all policies and procedures necessary for the successful management of the Florence Program.

# Program Administration

* Program development
* Program budgeting
* Curriculum development
* Academic scheduling
* Maintaining academic integrity
* Implementation of FSU Florence Emergency Procedures
* Oversight of day-to-day facilities management
* Liaising with International Programs colleagues in Tallahassee, Florida
* Liaising with International Programs Foundation (Italy)
* Management of relations with the wider community both locally and nationally including academic partners, business organizations and government representatives
* Management of FSU’s presence, image and reputation in Florence and Italy.
* Consulting with legal counsel when necessary, especially regarding Italian immigration, employment and health and safety law.
* Ensuring that FSU Florence complies with FSU policies and the laws of the State of Florida

**Work with Students**

* Orienting students to Florence, making them aware of its possibilities and its dangers
* Leading program orientations
* Providing advice and support on both academic and non-academic issues
* Academic advising
* Special responsibility for the First Year Abroad (FYA) program
* Overseeing student affairs including housing, welfare and the provision of information on counselling and medical services
* Implementing the FSU Student Conduct Code
* Taking an active interest in enhancing the overall student experience
* Acting as a point of contact in student emergencies

# Work with Faculty

* Orienting the faculty to the policies and procedures of FSU Florence and the unique nature of the educational experience that students have abroad
* Recruitment of local faculty
* Advising local faculty on differences between the US and Italian systems
* Organizing local faculty contracts
* Maintaining faculty records
* Holding faculty meetings
* Liaising with Tallahassee faculty to assist with course planning
* Obtaining faculty work permits (where necessary)
* Taking an active and creative interest in the academic program and creating an enhanced learning atmosphere

# Work with Staff

* Recruiting permanent local staff and liaising with Tallahassee in the recruitment of Program Assistants
* Providing supervision and support to staff in the day-to-day operation of the centre
* Encouraging staff professional development
* Conducting annual staff appraisals
* Maintaining staff records, including contracts, leave entitlements, timesheets, and immigration documents

Essential Requirements for this Position

* Earned Master’s or Doctorate
* Fluency in spoken and written Italian and English
* Legal authorization for working in Italy
* A minimum of 3 years’ experience in Higher Education or Study Abroad
* Excellent oral and written communication skills
* An understanding of banking, budgeting and financial record-keeping
* Advanced knowledge of Italian culture and society
* Familiarity with Italian legal procedures
* Willingness to work flexible hours including evenings and weekends
* Readiness to travel both locally and internationally

Desirable Requirements for this Position

* An understanding of the North American university educational system
* Knowledge of Florence
* International experience through study or work abroad
* Familiarity with core IT programs such as Microsoft Office, Outlook and learning portals such as Blackboard