



EXECUTIVE DIRECTOR

The Cooperative Center for Study Abroad seeks an experienced education abroad professional to serve as the Executive Director.

Join a small non-profit committed to providing college students the opportunity to explore the world through rigorous courses. CCSA has a 40 year history of offering a wide variety of courses taught by faculty from our member institutions.

Executive Director shall have general executive powers and such specific powers and duties as from time to time may be conferred or assigned by the Board of Trustees. Specifically, the Executive Director is responsible for the overall direction and supervision of CCSA programs and administers policy and program decisions made by the Board. The Executive Director manages CCSA's finances, services, and processes in support of the goals of the organization.

ABOUT CCSA

The Cooperative Center for Study Abroad – CCSA - is a non-profit association of twenty-eight colleges and universities. CCSA is overseen by a Board of Trustees composed of the member institutions. CCSA fosters international understanding and enhances the education of students through reasonably priced, short-term, for-credit academic courses both within the United States and in other English-speaking regions.

CCSA promotes global citizenship by building a community of scholars in which we share what we learn outside a structured classroom setting, encouraging independence and responsibility among our students and faculty, providing professional development for faculty and staff to positively impact the global teaching and learning experience, and promoting intergenerational teaching and learning through coursework and experiences that take place in locations around the world.

The CCSA home office is located in Bowling Green, KY - a city with approximately 70,000 residents - on the main campus of our Host Institution; Western Kentucky University. Bowling Green is located 65 miles north of Nashville, TN, and just over 100 miles south of Louisville, KY. The area population is ethnically diverse, with more than 85 languages spoken in and around Bowling Green, and people from 35 nationalities call our community home.

Learn more here... <https://ccsa.cc/>

Among other duties, the Executive Director also:

- Coordinates the travel and on-site arrangements for students, faculty, and administrators for all programs (winter, summer, spring break, study away, etc.) with the Program Coordinator and Program Operations Coordinator,
- Coordinates the on-site administrative operations of all programs including evaluations, financial, and logistical arrangements,
- Arranges for international air transport, and
- Is responsible for program fee collections and payments to the suppliers of travel and educational services, and otherwise acts as the Treasurer of CCSA,



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- Maintains liaison with universities in English-speaking regions, travel agents, and suppliers of other services,
- Plans and conducts faculty/program staff preparation and training programs when necessary,
- Plans and conducts faculty orientations for programs when necessary,
- Develop and lead Coaching program for new faculty (expansion of Prep & Training process).
- Collaborate with faculty from member institutions for course, program, and policy initiatives.
- Collaborates with CCSA's Academic Director in reviewing course proposals, class syllabi, and course evaluations to assist faculty in creating successful study abroad classes and to maintain high academic standards for CCSA programs.
- Generates or supervises the writing of CCSA publications, including the advertisements, poster announcements, newsletters, student and faculty guides, orientation materials, and all letters and questionnaires to students and faculty in cooperation with the Communications & Outreach Coordinator,
- Oversee the design and creation of marketing and outreach material.
- Create guides for usage of marketing and outreach material.
- Coordinate and guide marketing and outreach strategy and media buys.
- Administers the budget of foreign exchange transactions to include all foreign accounts,
- Maintains financial records in cooperation with Budget Manager,
- Coordinates student loan inquiries,
- Implement adoption of Forum on Education Abroad Standards.
- Lead Quality Assurance Workplan both in coordination with WKU and CCSA's internal process,
- Serve as program coordinator for new programs when appropriate, but not expected to lead programs (Program Director),
- Conduct site visits for all programs (course shadowing, meeting with providers/vendors, developing new business relationships) in accordance with best practices,
- Assist, when necessary, with on-site informational and recruiting events at member institutions.

In furtherance of meeting the above responsibilities, the Executive Director, subject to review and approval by the Board of Trustees, shall have the authority to retain the assistance of such professional and clerical services as is necessary to perform the above-enumerated tasks. The Executive Director shall also have the authority to appoint such ad-hoc committees as may from time to time be deemed suitable, necessary or convenient in accomplishing the purposes of CCSA. The duties and powers of any such committee may be prescribed by the Board of Trustees.

Minimum Required

- Bachelor's Degree required, Master's Degree preferred.
- Experience with Study Abroad, International Education, or International Work is required.

Other Areas Assessed in Selection Process

- Maintain a student-centered philosophy, understanding both needs and hindrances to their education and study abroad plans



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- Established record of faculty collaboration and commitment to faculty growth and development
- Previous experience with non-profit leadership and/or board development.
- Proven ability to assure accuracy of budgeting documents
- High attention to detail and ability to handle many tasks simultaneously
- Strong organization and communications skills
- History of successful team building and oversight of multiple, diverse staff positions
- Maintain positive relationships with Consortium Members, vendors, and partners
- Ability to maintain focus for long periods of time
- Ability to work with computers and related hardware and software
- Ability to work flexible hours during peak activity periods, including being on call when programs are running
- Understanding of emergency/crisis planning and ability to make sound judgements under pressure
- International education experience

This position is funded 100% by CCSA.

Other details

- Anticipated hiring range \$67,000 to \$72,000 (DOE) and may be reviewed on an annual basis.
- Anticipated start date of December 11, 2023.
- Applicants for work on-site in the CCSA main office will be considered. Remote work options will be considered for qualified applicants.
- Benefits package includes a matching contribution to SIMPLE IRA and Q-SERHA insurance premium contribution.

Application Process

- Interested applicants should submit to the search committee the following:
 - A Letter of Interest
 - Resume or CV
 - Philosophy of Education/Study Abroad
 - List of Three References
- Review of applications begins immediately and may close unannounced.
- Application deadline is October 20, 2023, then open until filled.

To be considered, applications materials *must* be submitted using the Qualtrics link below:

https://nku.co1.qualtrics.com/jfe/form/SV_5ioXTPNJOZEitiS

Additional Information

Employment is contingent upon pre-employment criminal background checks to determine suitability for employment.

CCSA does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, veteran status, or marital status in admission to career and technical education programs and/or activities, or employment practices in accordance with Title



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VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990.

Persons with disabilities, who need reasonable accommodations to participate in the application and/or selection process, should notify CCSA at (270) 745 - 2231, a minimum of five working days in advance.
