

**Job Title:** Study Abroad Coordinator

**Location:** Mississippi College, Clinton, Mississippi (On-Campus)

**Department:** McMillan Center for Education Abroad, International Institute

**Supervisor:** International Institute Director

**Position Summary:**

The Study Abroad Coordinator provides administration for Mississippi College's study away unit. The Coordinator serves as an advocate for education and service away. This role involves planning, program development and promotion, collaboration with on- and off-campus partners, and working directly with faculty members and students to promote and execute study away programming.

**Key Responsibilities:**

1. **Program Development:** Support the development, implementation, and evaluation of study away programs. Ensure compliance with relevant policies, standards, and regulations. Support faculty in study away best practices, propose and implement MC policies and procedures related to program development, advertising, and information dissemination for study away programs. Support strategic planning efforts to advance study away efforts
2. **Collaboration and Partnership Building:** Engage in cross-campus collaboration with faculty, academic units, administrative units, other MC offices, and vendors to promote domestic and international programming.
3. **Student and Stakeholder Engagement:** Engage students and other stakeholders in exploring study away programming; promote program options through various means (including management of McMillan Center websites), collaborate with academic advisors and students related to academic credit, and support students to navigate financial aspects of study away.
4. **Compliance, Risk, and Crisis Management:** Ensure compliance with federal, state, and MC regulations, maintain best practices in study away program management. Oversee crisis and risk management protocols, insurance policies, and any medical release process for all study away activities. Remain aware of trends and current events worldwide that may impact study away efforts and programming.
5. **Assessment and Reporting:** Collect and use data to inform decision-making, and to complete annual, and ad hoc, reports.
6. **Other:** Other duties as assigned.