Title: ASSISTANT DIRECTOR GRANADA

Reports to: Resident Director, CSUIP Spain

Summary of position: On-site supervisor for California State University International Programs in Granada. This is a year-round, full-time position that requires flexible hours, including weekend excursions, evening events, and the necessity of being on-call for medical or legal emergencies.

Requirements:
* Spanish/EU Citizenship or Spanish work permit in order
* Bilingual English/Spanish

Qualifications:
* BA degree or equivalent
* Minimum five years related experience
* Experience with U.S. and Spanish higher education
* Experience working with university students
* Demonstrated supervisory or leadership experience
* Excellent organizational, communications, and interpersonal/intercultural skills
* Capacity for multi-tasking and decision-making
* Ability to maintain confidentiality of records and information
* Strong problem-solving and negotiating skills
* Familiarity with Microsoft Office software programs
* Ability to work independently without on-site supervisor, as well as a member of a small team
* Knowledge of Granada city resources
* Study and/or work abroad experience preferred

Compensation and benefits:
* One month of vacation
* Legal holidays
* Subject to all rights/benefits given by law to all Spanish employees
* Salary negotiable and commensurate with experience

Summary of Responsibilities:

1. Engage and support all CSUIP programs in Spain according to the needs determined by the Resident Director (RD) and Long Beach office. Assist and participate in all official CSUIP program events and activities including those conducted outside of regular working hours.
2. Assist the RD in the preparation of monthly financial reports by keeping accurate accounts and by providing all pertinent fiscal data on a timely basis.
3. Assist the RD in the preparation of student academic reports, course descriptions, and student enrollment by gathering, reviewing, and confirming all appropriate materials.
4. Maintain correspondence with OIP during the interval between the departure of the outgoing and the arrival of the incoming RD.
5. Assist the RD in meeting all requirements for student permits from local police agencies and in obtaining all necessary information on local laws and statutes required for students to function properly in Spain.
6. Assist the RD in finding ways to incorporate students into the regular academic, cultural, and social life in Spain.
7. Assist the students in obtaining housing.
8. Maintain the program library and facilitate the students’ access to and use of library materials.
9. Assist the RD in all areas that might be necessary to make the program in Granada more effective, including typing, filing, and any other tasks assigned by the RD.
10. In the absence of the RD, represent the CSUIP Granada Program in all matters pertaining to the Granada program.

Detail of Responsibilities:

1. Engage and support all CSUIP programs in Spain according to the needs determined by the Resident Director (RD) and Long Beach office. Assist and participate in all official CSUIP program events and activities including those conducted outside of regular working hours.
   A. In conjunction with RD and Program Assistant,
      1. Develop and organize activities programming, including orientation meetings, fieldtrips, events, and re-entry workshop
      2. Schedule the activities and academic calendar, confirming holidays, advising, and exam periods.
      3. Supervise the Program Assistant in activity planning and logistics
      4. Lead and/or participate in all official CSUIP program events and activities, including those conducted outside the regular working hours.

2. Assist the RD in the preparation of monthly financial reports by keeping accurate accounts and by providing all pertinent fiscal data on a timely basis.
   A. Wages - Work with Gestoría (financial and legal consultant) to:
1. Provide monthly and hourly salary information for wages of Assistant Director and Program Assistant, including any overtime hours worked by the Program Assistant, to the Gestoría on a monthly basis

2. Provide information regarding the ending and beginning of each year’s contract for Assistant Director and Program Assistant

B. Confirm annual CLM tuition costs and provide this information to RD.

3. Assist the RD in the preparation of student academic reports, course descriptions, and student enrollment by gathering, reviewing, and confirming all appropriate materials.

A. IP Registration Forms
   1. Set up individual meetings with students to advise them regarding course opportunities and requirements prior to their meetings with RD for academic advising.
   2. Review RD-approved IP Registration Forms

B. Database
   1. Add information from IP Registration Forms to IPAcademics Database.
   2. Review Program Assistant’s work detailing course information for each student, as well as names/emails of all professors and website links for all courses
   3. Finalize academic information for each student in the Database
   4. Maintain a running list of all Database issues to update IPAcademics at the end of each academic year, per their request.

C. Credit/No Credit Forms
   1. Discuss credit/no credit options with students
   2. Process the paperwork provided by students and send to RD for approval

D. Course Descriptions
   1. Advise RD as to which CLM/UGR class descriptions need to be revised and/or translated
   2. Review list of courses and course proposals with CLM Academic Director for each new semester

E. Transcripts
   Ensure that all transcripts are properly prepared for submittal to RD.

F. Internships
   1. Gather and provide information to students regarding internship opportunities.
   2. Review and approve student paperwork regarding internships

G. Registration
   Process student registrations at the CLM and the UGR.

H. IP Bulletin
   Review and revise course changes at the CLM and the UGR as necessary.

I. Student Handbook
   Working with students, review and revise information as needed.

J. Monthly reports
Provide a monthly report to RD detailing all activities, issues, and concerns from previous month on a timely basis such that this information may be incorporated into RD’s monthly report to CSUIP in Long Beach.

K. Renewal of Academic Operation Agreement
Every five years, facilitate RD’s revision of Academic Operation Agreement between the CSU and the CLM

4. Maintain correspondence with OIP during the interval between the departure of the outgoing and the arrival of the incoming RD.

5. Assist the RD in meeting all requirements for student permits from local police agencies and in obtaining all necessary information on local laws and statutes required for students to function properly in Spain.
   A. Obtaining all updated information on local laws and statutes pertaining to international students in Spain
   B. In conjunction with Program Assistant, assemble all material for visa processing, including program letters for each student, visa forms, etc.
   C. Meet with students to ensure they properly fill out forms and meet all requirements for obtaining student visas.
   D. Deposit all student tax monies into bank account.
   E. Review all student documents prior to Program Assistant’s submission to Police Station
   F. Remind students of subsequent steps in securing their visa
      1. The requirement of going to the police station the following month with their passport to be fingerprinted
      2. The requirement to return to police station the month following F-1 to obtain their visa, particularly if they will be travelling during the winter break.

6. Assist the RD in finding ways to incorporate students into the regular academic, cultural, and social life in Spain.
   A. Provide students with information about local cultural events and activities
   B. Serve as liaison with the hospital in Granada for students regarding medical emergencies as well as more routine appointments, assisting them with all medical issues including reimbursement for out-of-pocket expenses as necessary.

7. Assist the students in obtaining housing.

8. Maintain the program library and facilitate the students’ access to and use of library materials.
9. Assist the RD in all areas that might be necessary to make the program in Granada more effective, including typing, filing, and any other tasks assigned by the RD.
   A. Maintain office
      1. Contract for and review contracted services such as janitorial, telephone, insurance, office machines, etc.
      2. Review and advise RD on rental arrangements for office as required.
   B. Supervise Program Assistant
      Maintain fluid open lines of communication, supervising, directing, and reviewing work of Program Assistant. Advise RD of any changes, issues, concerns

10. In the absence of the RD, represent the CSUIP Granada Program in all matters pertaining to the Granada program.
    A. Meetings at the Centro de Lenguas Modernas
    B. Contact and meetings with professors
    C. Meetings with the University of Granada
    D. Meetings with the Office of International Relations
    E. Meetings with police agencies (Extranjería and the Subdelegación del Gobierno for visa issues)
    F. Meetings with Hospital representatives

HOW TO APPLY:

Before June 17, send a short cover letter expressing your interest in this position and your qualifications for the job, along with current CV, to:

Jo Farb Hernández, Resident Director
California State University International Program
Jo.Hernandez@sjsu.edu

CSUIP is an equal-opportunity employer.