

ORGANIZATION: Brown University
POSITION: Senior Associate Dean for Study Abroad
LOCATION: Providence, Rhode Island
REPORTS TO: Dean of the College
TO APPLY: Please send resume and cover letter to BrownSrAD@pbrsearch.com.

BACKGROUND

Throughout its history, Brown University has embodied its mission of cultivating knowledge in a spirit of free inquiry. Founded in 1764, Brown is a leading Ivy League research university home to world-renowned faculty, and an innovative educational institution where the curiosity, creativity, and intellectual joy of students drives academic excellence. As part of its educational mission, the University is committed to providing students and faculty with robust, meaningful, and intellectually rich opportunities for study, research, community engagement, and work opportunities abroad. Brown views international learning opportunities as an integral part of undergraduate student exploration and discovery within our Open Curriculum. Currently, Brown sends more than 500 students a year to study abroad programs in locations all over the world; has over 500 faculty members conducting research in foreign countries; provides international internships for 240 students annually; and welcomes approximately 1500 international students to campus each year. In addition, Brown has more than 6,800 alumni living and working internationally. As Brown expands international learning opportunities, the Senior Associate Dean for Study Abroad will oversee a robust and inclusive student-centered advising program that ensures all students understand and have access to a wide array of opportunities for study abroad that will amplify and enhance their overall Brown experience.

POSITION

Reporting to the Dean of the College, the Senior Associate Dean for Study Abroad oversees student participation in education abroad within the context of Brown's Open Curriculum. The position oversees a team of advisors and staff in support of undergraduates pursuing study abroad opportunities, ensuring their success while abroad, and facilitating the integration of their experiences into the remainder of their time on campus. The Senior Associate Dean is responsible for developing learning goals, policies, and procedures for study abroad participants, as well as ensuring the excellence of all study abroad offerings. The Senior Associate Dean serves as a member of the College's Senior Leadership team and the Global Brown Executive Committee working closely with colleagues in the College and Office of Global Engagement. The incumbent also collaborates with faculty and staff across the University to achieve accessible, inclusive, and integrated study abroad opportunities for undergraduate curriculum.

MAJOR RESPONSIBILITIES

At a high level, the Senior Associate Dean is charged with ensuring that all undergraduates have an academic support system that promotes rigorous multidisciplinary study and optimizes intellectual opportunities; programs and services that are inclusive and effectively communicated to students, advisors, and faculty; the College is appropriately represented on University-level committees; and that undergraduate study abroad participants and returnees in specific cohorts are given effective, focused advising and support.

Lead a team of study abroad advisors and staff responsible for student success of undergraduates pursuing study abroad opportunities.

- Develop advising strategies aligned with the objectives, values, and structures of Brown's Open Curriculum, ensuring that participants view study abroad as an integral part of their Brown education.
- Manage study abroad advisors and staff in best practices for study abroad, paying particular attention to ensuring that historically underrepresented students are aware of and have access to study abroad opportunities.
- Oversee the processes by which students navigate a range of study abroad opportunities, including getting permission to participate in programs or activities outside of approved offerings.
- Mentor team in study abroad policies and procedures to support complex student cases.

Create vision in collaboration with Brown faculty and staff to ensure that study abroad is accessible, inclusive, and effectively integrated into the undergraduate curriculum.

- Develop overarching learning goals for Brown undergraduates participating in study abroad programs.

- Collect, analyze, and respond to data and feedback around study abroad participation, student experiences, and programs' academic strength and relevance, working in partnership with the Director of Global Partnerships and Programs.
- Work closely with the Dean of the College, College Curriculum Council, and campus stakeholders to develop and execute a procedure for approval and regular review of Brown's portfolio of new and existing study abroad program offerings.
- Build strong and trusting relationships with faculty and staff to strengthen study abroad curriculum integration and faculty support for education abroad.
- Establish benchmarks for best practices in education abroad through engagement with current academic literature, data and peer practices, and national education abroad organizations.

Serve as a degree completion expert and resource for undergraduates seeking international transfer credit, including study abroad and home country study away.

- Collaborate with concentration advisors to assist students with their degree completion plans.
- Strengthen procedures around the review of international transfer credits earned via study abroad and study away, including the development of a database of approved international transfer credits.
- Serve as a study away dean, providing advice, review, and approvals for students on F-1 or J-1 visas around leave-taking and/or home country study away.

Mentor undergraduates for success in the context of Brown's Open Curriculum as an academic advising dean within the College.

- Encourage a sense of community that centers equity, diversity, inclusion, and anti-racism.
- Advocate for policies that support students participating in study abroad and study away.
- Explain, interpret, and implement policies and procedures for undergraduate education, with specific attention to how these policies may affect undergraduates from historically underrepresented backgrounds and an understanding of students' multiple, intersectional identities.
- Serve as an academic advisor to a range of undergraduate students through appointments and weekly open hours making referrals as appropriate and ensuring entry of electronic records in the College's database.
- Support students experiencing academic difficulty and participate in the bi-annual review of student academic progress as member of the Committee on Academic Standing (CAS).
- Address parental and family questions and concerns, within FERPA guidelines.

QUALIFICATIONS

- Master's degree required, PhD preferred.
- At least 5 years of relevant experience in education abroad or a related teaching/advising field, with a deep understanding of advising practices in a college or university setting and knowledge of best practices in the field of international education. At least three years of relevant experience in a management role.
- Proven track record of inclusive, mission-driven leadership; experience advancing initiatives in a shared decision-making environment. Record of achievement in positions of increasing scope and management responsibility.
- Successful experience in study abroad advising and assessment of programs and student learning outcomes. Strong commitment to continuous improvement and accountability.
- Excellent interpersonal, intercultural, and communications skills with the ability to work independently with a wide variety of people and roles on campus and across languages and continents. Experience living, working, or studying abroad, and fluency in a second language preferred.
- Demonstrated experience advocating for and making change toward aspirational goals for diversity, inclusion, and equity. Proven track record in furthering university diversity, equity, and inclusion initiatives while supporting students from historically underrepresented and/or minoritized backgrounds is required.
- Strong organizational skills, an ability to work without direct supervision, outstanding written and oral communication skills, discretion, sound judgment, leadership, collaboration, and team-building skills are essential.
- Capacity to work effectively with faculty of many disciplines, with a diverse student population, and with other University stakeholders to advance the College's and Brown's missions and the goals outlined in the College and University Diversity and Inclusion Action Plans.

Brown University is committed to fostering a diverse and inclusive academic global community; as an EEO/AA employer, Brown considers applicants for employment without regard to, and does not discriminate on the basis of, gender, sex, sexual orientation, gender identity, national origin, age, race, protected veteran status, disability, or any other legally protected status.