General Description
Works with the Dean, Director of International Programs and the faculty regarding international and study abroad program expectations.

Examples of Duties
- Uses multiple resources to seek and develop new program opportunities, including site visits.
- Works with the Dean, Director and faculty regarding international and study abroad expectations.
- Manages the study abroad programs in multiple countries.
- Develops and manages the budgets, financial records and accounts.
- Pays invoices; processes vouchers; monitors projected versus actual expenses; completes program financial reports.
- Responds to student, faculty and staff inquiries regarding international program opportunities.
- Advises on abroad programs, opportunities, procedures and other logistics.
- Assists exchange students with admissions criteria, registration and academic requirements.
- Coordinates the travel logistics for international visitors and/or faculty travel to international locations.
- Maintains the departmental website.
- Assists with special projects.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of visa rules and regulations.
- Knowledge of intermediate computer operations and software, such as spreadsheets, databases, presentations and word processing.
- Knowledge of working with international or study abroad programs.
- Knowledge of English, and written and verbal proficiency in at least two other international languages.
- Ability to multi-task, pay attention to detail and exhibit excellent customer service.
- Ability to effectively communicate verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.