



## Job Description

<b>Job Title:</b>	Reach Study Abroad Director	<b>Date:</b>	January 2019
<b>Place of Work:</b>	Cambridge	<b>Reporting To:</b>	Managing Director
<b>Purpose of Job:</b> <p>The Reach Study Abroad Director will be responsible for overseeing and running our 5-week summer programme for a group of US students aged 18 and over. He or she will co-ordinate logistics such as flights, accommodation, meals, activities and excursions. They will manage supervisors, and oversee the pastoral care of all students. They will also oversee the daily programme schedule, problem-solve and offer solutions and contingencies where required. The role will also involve direct contact with professors and other third parties.</p>			
<b>1. Pre-Summer preparation:</b> Ensure that all logistics are in place, documents sent to students, full information is collated and collected and relevant summer activities and excursions confirmed.			
<b>2. Staff Management:</b> Train, support, and manage the supervisory team before and during the summer. Undertake bi-weekly performance reviews and schedule breaks and time off.			
<b>3. Student Management:</b> Maintain an overview of all students' medical data, and have an awareness of any pre-existing medical concerns, seeking additional information where required. Maintain a varied schedule of activities for students. Book relevant events and meals, send out information, and follow up students as necessary. Oversee and help staff-led student excursions in the UK and abroad.			
<b>4. Run and oversee all administrative tasks.</b> Maintain an overview of the bigger picture as well as the daily schedule and ensure all updates and plans are communicated clearly to all staff, students and third parties. Keep the study abroad office manned and operational, be up to date with expenses and collating student documents. Respond to requests from the course professor and provide professional and personal support and guidance.			
<b>5. Chair weekly student meetings:</b> make sure all students attend and are given relevant information for the coming week. Be highly prepared in advance in order to give full information and receive relevant information from students.			
<b>6. Uphold, protect and promote the Company's core values,</b> operating standards, protocols and HR policies and procedures.			
<b>7. Ensure all staff are aware of, and comply with, the day-to-day management,</b> administrative, financial and operational procedures of Reach Cambridge and offer advice and guidance where they do not.			
<b>Skills</b> Strong leadership and organisation Use of the internet, MS Word, Excel and PowerPoint Positive, enthusiastic and motivated Ability to work efficiently and effectively alone and within a team Diplomatic, flexible and reliable Must work well under pressure and to tight deadlines		<b>Experience</b> Previous experiences working on student programmes highly desirable.	

