



## **Job Announcement: Resident Director**

### **Public Health and Indian Studies at Manipal University**

**Location:** Manipal (Karnataka), India

**Start date:** July 2012

#### **About the Alliance:**

The Alliance for Global Education is a not-for-profit partnership of the College of Global Studies at Arcadia University and the Institute for Study Abroad, Butler University. The Alliance was formed with the vision of opening study abroad destinations in Asia to an ever-growing and more diverse U.S. undergraduate population. Both partner institutions are pioneers in the field of study abroad and have been providing academically rigorous and culturally enriching study abroad programs for over 40 years.

The Alliance provides stimulating, interdisciplinary study abroad programs in China and India that maintain the high academic standards, strong student services, and careful health and safety measures of our partner institutions. Our core mission is to develop and promote innovative programs in vibrant, dynamic Asian countries that are of ever-increasing scholarly, political, and economic interest.

In addition to its four program sites in China, the Alliance currently operates programs in Pune and Manipal, India, and is launching a third program in Varanasi in fall 2012. More information about the Alliance programs may be found at [www.allianceglobaled.org](http://www.allianceglobaled.org).

#### **Position Summary:**

The Manipal Resident Director is responsible for developing and coordinating all aspects of the Manipal program. Primary responsibilities include assisting students with academic advising and adjusting to life in India; serving as a liaison between the host university in India, the students, and the Alliance U.S. staff; and overseeing the ongoing development and implementation of orientation, the academic curriculum, activities, and excursions. The RD serves as a cultural resource to students during their time in India. He/she will meet with students, administrators, and teaching faculty on a regular basis. The RD will also be responsible for managing the Alliance Manipal office and its operating budget. An important part of the RD's job entails facilitating ongoing interaction between the American students and Indian students. The position requires someone with strong leadership skills and a willingness to adapt easily to change.

## **Responsibilities:**

### Academic Program Management

- Work with Manipal administration to develop content and faculty for Alliance courses
- Observe classes, supervise and evaluate teaching according to high academic standards
- Work with teaching faculty to create syllabi and reading lists according to the Alliance's standards
- Work with the U.S. Associate Director, India Advisory Committee, and local faculty to develop new courses and implement changes to the curriculum as necessary

### Orientation, Activities, and Student Life Management

- Design a creative extra-curricular activity schedule that offers students the opportunity to immerse themselves in Indian culture; lead students on activities weekly
- Design and implement an orientation according to the Alliance's standards
- Work with the host institution to select and orient Indian roommates
- Develop ongoing opportunities for Alliance students to meet Indian students on and off campus
- Work with travel organizations to develop and lead off-campus field study excursions
- Provide leadership, crisis management, and assistance during student emergencies
- Meet with students regularly to assess their experience and to resolve problems

### Office Management and Financial Administration

- Manage a program operating budget, maintain accounting records, and submit regular accounting reports
- Serve as liaison between the Alliance U.S. staff, Indian host administration, teachers, and students. Build and strengthen the relationship with Manipal. Represent the needs of the Alliance at Manipal and ensure adherence to the agreement.
- Monitor the quality of the classroom, dorm, and other on-campus facilities.
- Communicate frequently with the U.S. Associate Director, other India staff, and other U.S.-based staff about program issues

### Program Development

- Work with the U.S. Associate Director to continually develop and improve the curriculum, teaching quality, extra-curricular program elements, immersion opportunities, and student services
- Respond to student and teacher evaluations to improve the programs
- Regularly report on program progress through weekly reports and propose innovative recommendations for the future
- Host site visits from U.S. faculty members, study abroad professionals, and members of the Alliance recruiting team. Educate visitors about the program.
- Regularly provide information updates and photos for the Alliance website, as requested
- Travel to U.S. for conferences, meetings, and training if needed

## Requirements

- Master's degree. Ph.D. preferred. Academic work in relevant area of study (South Asian Studies, Public Health, International Development, International Education, for example) preferred.
- At least 7 years' professional experience; two years of relevant work or study experience in India and experience studying or working in the U.S.
- Experience working with American college students
- Proven organization, management, and communication skills
- Strong leadership skills, with the ability to work well independently and as part of a team
- A commitment to the ideals of international education, and a genuine interest in sharing India's linguistic, historic, and cultural legacy with American students
- Flexibility toward evolving responsibilities as the program grows

## Salary and Benefits

- Salary commensurate with experience
- Health insurance and paid annual leave
- Opportunities for professional development and advancement

## **To Apply:**

Applicants should submit a cover letter and resume to the attention of Jonathan Ferguson, Associate Director for India Programs at [jobs@allianceglobaled.org](mailto:jobs@allianceglobaled.org). The position will remain open until it is filled.