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**BING OVERSEAS STUDIES PROGRAM**

**Director**

###### Stanford Programme in Cape Town

The Bing Overseas Studies Program at Stanford University is seeking qualified candidates for the position of Director for its programme in Cape Town, South Africa. Applicants are encouraged to respond promptly. This is an immediate opening with a target start date of April 1, 2014, or sooner.

Stanford University is one of the world's leading research and teaching institutions and is known for its entrepreneurial character and its relationship to Silicon Valley. Areas of excellence range from the humanities to social sciences to engineering and the sciences.

The Stanford Bing Overseas Studies Program offers study abroad programmes for Stanford undergraduates to enhance their overall educational experience. Now in its 54th year, the programme sends about 50 percent of each graduating class abroad during their time as undergraduates.

The Cape Town programme introduces students to the people, history, politics and culture of post-apartheid South Africa, emphasizing responsible engagement with development initiatives and challenges faced by an emerging democracy. Service-learning and community-based research experiences with local NGO staff, activists and citizens form the core of the programme. They are integrated with critical reflection seminars and academic coursework to enable students to connect theory and practice and enhance their service and research skills. This approach helps to ensure that students contribute effectively towards development and social change in the Western Cape, developing awareness of and a commitment to the ethics and practice of responsible citizenship in a global world. For more background information about The Bing Overseas Studies Program, please visit: <https://undergrad.stanford.edu/programs/bosp>.

**THE POSITION:**

The Director of the Stanford Programme in Cape Town is charged with nourishing an intellectual and social environment that is supportive of excellence and high academic standards for Stanford undergraduates. The Director is responsible for the academic and administrative management and day to day operation of the Bing Overseas Studies Programme centre and for making decisions on local resource allocations and priorities, recognizing both local practice and University operating principles.

This position supervises three staff employees and manages the employment of lecturers associated with the programme. The Director has immediate responsibilities for approximately 60 Stanford undergraduates attending the center and for providing direction, leadership, advising and support for their needs, in collaboration with Bing Overseas Studies staff located on the Stanford campus in California.

**DUTIES & RESPONSIBILITIES:**

# Academic Programme Management:

* Develop and implement an integrated curriculum, which is distinguished by its community engagement opportunities, within the context of Stanford University’s academic organization and standards, in coordination with home office senior staff and faculty. Launch new and innovative courses that make use of the unique opportunities in Cape Town and academic resources at local universities.
* Identify, hire, evaluate, and coordinate local faculty to lecture and teach seminar courses or tutorials that support the programme’s academic mission at an appropriate academic level, bearing in mind differences between American and South African styles of instruction.
* Promote interaction among local faculty and between local faculty and visiting Stanford professors, especially in discussions of pedagogy and curricular issues.
* In collaboration with the home office, develop student application criteria, evaluate applications, and prioritize waitlists.
* Teach one course per quarter, including field trips where appropriate.
* Provide academic advising for students.
* Help supervise research projects, independent study, or individual directed reading.
* Develop and implement a guest lecture programme coordinated with the particular quarter’s curriculum.
* Manage timely and accurate reporting of student grades.

#### **Student Life Oversight:**

* Maintain a regular presence at the centre to provide advice, counseling and resources to students on a variety of matters related to their academic, intellectual and personal well-being.
* Oversee the coordination of student living arrangements. Provide leadership in execution of orientation programmes for incoming students.
* In collaboration with campus student affairs staff and the Bing Overseas Studies Program, respond to unpredictable personal, health, psychological and academic problems, with sensitivity and understanding of Stanford’s institutional concerns and South Africa’s contextual background.
* Define objectives of social and cultural events for students and supervise their planning and development.
* Maintain discipline at the centre, where necessary, and handle student emergencies including responding to parental concerns.
* Establish and oversee clear access to local, English-speaking mental and physical health professionals.
* Maintain awareness of the mental and physical health and well-being of student participants including regular consultation with the home campus as needed.
* Facilitate student involvement in community service activities.

 **Management of Service-Learning and Community Research Programmes:**

* Continue to develop Cape Town centre’s robust and relevant service-learning and community-based research programmes, offering maximum diversity to match student interest while maintaining Stanford’s high academic standards and the centre’s commitments to research and service-learning partners.
* Nurture high level relationships with government agencies and non-profit organizations that may lead to the placement of Stanford students in service-learning and research opportunities.
* Manage Service-Learning Partners Coordinator to further develop service-learning and research opportunities.
* Cultivate and support a staff and student culture that emphasizes and enables partnership with the centre’s service-learning and research partners, and the wider Cape Town development community.

**Management of Professional Staff:**

* Supervise 3 administrative members of the Cape Town overseas office, overseeing performance appraisal, objective setting, work load, and professional development. Provide direction to employees who exercise significant latitude and independence in their assignments.
* Make decisions regarding work processes or operational plans and schedules to achieve programme objectives, in cooperation with home office staff.
* Provide guidance and training to staff, and motivate individuals to achieve results. Foster an attitude of partnership with home office and the Stanford community.
* Provide a framework for establishing an effective team-oriented work group where success is based on overall programme delivery rather than individual accomplishments.
* Operate in compliance with local labor law and practice, while maintaining Stanford principles of employee engagement.

**Cultivation and Development of Professional Relationships:**

* Develop and establish linkages with local academic communities, academic institutions, government agencies, NGOs, alumni and donors.
* Maintain awareness of emerging academic directions in Cape Town, including outstanding scholars.
* Maintain communication with local peers directing other U.S. study abroad programmes.
* Maintain and develop professional relationships with Bing Overseas Studies students, staff, visiting faculty and donors.
* Maintain contact with and host advocates for the programme, including donors and alumni.
* Host Stanford University visitors, as appropriate.

**Administrative and Financial Oversight:**

* Ensure that operations of the Center and the academic programmes are in compliance with all policies, regulations and laws governing Stanford University as well as local governmental agencies and organizations.
* Work directly with Bing Overseas Studies home office to prepare and manage annual budget; with oversight of all fiscal activities including expenditures, review and approval of monthly cash reports.
* Obtain local legal advice as needed.

**QUALIFICATIONS:**

**Education:**

* Doctorate, or combination of advanced professional degree and equivalent experience.

**Experience:**

* 3+ years of university level teaching experience.
* Demonstrated knowledge of and experience in the development and implementation of service-learning and/or community-based research, preferably in higher education and international settings.
* Demonstrated professional experience in higher education in a managerial role including administrative oversight of staff and budgets.
* Professional experience with American undergraduates at an institution similar to Stanford preferred, but not required.
* Experience with overseas study programmes preferred, but not required.

**Knowledge:**

* Advanced knowledge of South African culture, history and business etiquette.
* General knowledge of South African academic communities and community-learning initiatives.
* General knowledge of academic programme planning.

**Skills & Abilities:**

* Strong English written and oral communication skills.
* Ability to maintain a primary residency in Cape Town.
* Ability to provide academic and managerial leadership of the programme and office.
* Ability and willingness to undertake international travel.
* At the time of hire, must be legally authorized to work in South Africa.
* Demonstrated excellent planning, organizational and analytical skills.
* Demonstrated ability to make sound business decisions using good business judgment and innovative, creative problem-solving.
* Demonstrated ability to manage financial, organizational and staff resources.
* Excellent interpersonal skills with the ability to cultivate professional and business partnerships.

APPLICATION DEADLINE: January 24, 2014

STARTING DATE: Target of April 1, 2014

EMPLOYMENT CONDITIONS:

* This is a two-year renewable term appointment.
* Salary will be commensurate with experience.
* At the time of hire must be legally authorized to work in South Africa.
* Must comply with all visa, work authorization, and tax related laws and regulations as a condition of employment.
* Position is benefits eligible subject to applicable South Africa/US laws, regulations and Stanford University policy.

**APPLICATIONS:**

Qualified candidates for the Director of the Stanford Programme in South Africa position should apply online at:

 [http://hiring.accolo.com/job.htm?id=316706035](http://hiring.accolo.com/job.htm?id=316706035" \t "_blank)

Inquiries to the search committee should be directed to:

Guy Margard

Executive Search Consultant

Stanford University

3160 Porter Drive, Suite 250

Palo Alto, CA 94304

Email: gmargard@stanford.edu

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