



Summary of Global Intensive Director Responsibilities

In addition to the responsibilities below, you are responsible for knowing all the information and abiding by all the rules and guidelines covered in all Global Intensive Faculty Director workshops, and all information listed in your [Global Intensive Director Checklist in TDS](#).

You will work in conjunction with a program manager in CU Boulder Education Abroad (EA) who is available to assist with various aspects of the process. The responsibilities below are carried out by you in consultation with various EA staff and local service providers.

Pre-Program

- Make sure the needed course approvals have been obtained/are up to date
- Create/edit the program brochure, webpage, and presentation
- Determine the eligibility requirements and program dates
- Create the daily itinerary and list of logistical needs in coordination with local service providers
- Work with EA to develop a program budget and fee
- Attend Global Intensive Faculty Workshops
- **Do class visits, departmental presentations, and hold info sessions to recruit students for the program**
- Interview and select the participants
- Create/edit the student handbook materials in conjunction with the program manager
- Prepare and hold pre-departure orientation(s) on campus with the program manager
- Update daily itinerary and submit final version pre departure
- Attend pre-departure meeting with program manager
- Complete pre-departure items online on your [Global Intensive Faculty Checklist](#)

During the Program

In addition to the academic component:

- Provide on-site orientation in conjunction with local provider
- Coordinate with local providers
- Attend all program activities, field trips, visits, etc.
- Provide academic and personal counseling and assistance to students
- Be available for emergencies 24/7
- Communicate regularly with EA
- Manage health and safety emergencies
- Manage behavior problems
- Manage program funds and keep receipts, if applicable
- Be the legal representative of the university

After the Program

- Submit receipts to the EA finance team, if applicable
- Complete post-program items online in your [Global Intensive Director Checklist in TDS](#) (including any Incident Reports, if applicable, and your **Director Report, which is very important to submit in a timely fashion as it assists in ensuring program quality and planning for future years**)
- Review your Director Report with the program manager; discuss problem areas and work on finding solutions; make suggestions for improvements to the program
- Complete post-program items online on your [Global Intensive Faculty Checklist](#)
- Keep in touch with students: provide support for their readjustment back home, encourage them to use the interests and skills they gained abroad, consider holding a program reunion a few months after return
- Start recruiting and planning for the following year.

You are responsible for acting as a resource to participants who may need assistance with personal, emotional, financial and health problems that may arise during the time abroad. You will act as a liaison between participants and the appropriate local agencies which provide assistance in these areas. You should monitor the students' progress and make sure students are attending lectures, doing their assignments, and adjusting to their new environment.