

**The Ohio State University  
POSITION DESCRIPTION**

Name:	[REDACTED]	Position #:	00060009
Employee ID:	[REDACTED]	Jobcode/Classification:	6810 Program Director
Effective Date:	6/1/2015	Working Title:	Director
Title Group:	Unclassified	Position Status:	Approved
Salary Admin Plan/Range:	A&P / 67	Status Date:	6/14/2014
FLSA Status:	No FLSA Required	Headcount:	1
Senior A & P:	Yes	Target/Hiring Range:	
Reg/Temp/Term:	Regular	Long Term Closure Code:	Standby
Full-Time/Part-Time:	Full-Time	Short Term Closure Code:	Standby
Appointment Length:	12/12 Months		
College/VP Office:	Office of Academic Affairs	1) Reports to Position #:	00110530
Department:	D4235 Office of International Affair	Working Title:	
Position Organization:	42350 Office of International Affair	2) Reports to Position #:	
		Working Title:	

**Detailed Job Description:**

The program director supports The Ohio State University research, teaching, and service mission in a global context by providing direction, management, and administration of academically-relevant processes involving ties between OSU and international institutions, as well as by providing direction and administering Fulbright and Fulbright-Hays programs.

Duties include administering memoranda of agreements with international institutions; administering a campus-wide searchable database for all projects of international cooperation, and administering the Fulbright and Fulbright-Hays grant competitions.

**Duties Description**

Duty Pct	Duty Description
5	Other duties as assigned.
10	Works with Ohio State stakeholders to assess program effectiveness and viability of their internationalization strategy through international agreements and Fulbright and Fulbright-Hays programs.
10	Manages campus-wide searchable database for all international agreements, including managing its content for timely and accurate reporting. Provides regular communications and reports to internal and external constituents to assess progress and needs of Ohio State in its internationalization strategy. Has Contract Management Portal approval authority on OSU international agreements. Oversees work of support staff member assigned to assist Program Director.
30	Directs U.S. Department of Education Fulbright-Hays Program for OSU, including administering the grant competition, setting guidelines, and creating procedures for its management. Evaluates the effectiveness of procedures and programs, and effects changes as needed. Works closely with Business Operations to disburse funds in accordance with federal and university guidelines. Submits reports to U.S. Department of Education as well as progress reports for internal and external constituents. Serves as the Ohio State Campus Representative for the Fulbright Scholar Program. Manages the process for the Fulbright Scholar Program at OSU, including organizing and conducting workshops and events highlighting Fulbright and Fulbright-Hays programs.
45	Manages the process for all Ohio State-wide international agreements (MOAs, MOUs) and dual degree agreements, including setting up procedures and protocols, and negotiating the format and content of agreements with OSU initiating unit and international parties. Works with key stakeholders on international agreements at Ohio State, including Study Abroad and International Students and Scholars, Offices of Legal Affairs, and Business and Finance to process agreements and to identify needs and problems.

The Ohio State University  
POSITION DESCRIPTION

Name:	[REDACTED]	Position #:	00060809
Employee ID:	[REDACTED]	Jobcode/Classification:	6810 Program Director
Effective Date:	6/1/2015	Working Title:	Director

Supervises: 0 Mgrs/Dirs 0 Non-Supervisory Prof Staff 0 Students  
0 Supervisors 0 Support Staff

Minimum Education Requirement: Master's Level Degree or equivalent educ/exp  
#1 Major: #2 Major:

Additional Education Desired: or equivalent educ/exp  
#1 Major: #2 Major:

Experience:

Required Qualifications

A Master Degree in an appropriate field or an equivalent combination of education and experience. Considerable knowledge of education and administration and principles are required. Considerable experience in program planning.

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I have reviewed these job duties (Staff Member)	Date
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Supervisor/Manager	Date
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Unit Coordinator/HRP	Date
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Office of Human Resources Approval	Date
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