

PLU Gateway Program Director Job Description, Duties, and Responsibilities Updated July 2023

A Gateway Program Director has ongoing responsibility for monitoring the philosophical, cultural, and pedagogical design, as well as the academic integrity of a PLU-operated semester-long study away experience in one of the following locations: China, England, Mexico, Norway, Trinidad and Tobago, and Namibia. As the PLU Gateway faculty representative, the Program Director assists the Wang Center for Global and Community Engaged Education in identifying and recommending program site-directors and on-site faculty and support, in developing curricula and co-curricular activities, and in marketing and outreach to PLU and non-PLU faculty and students. The term of the directorship is at least three years with a possibility of renewal. Some programs (China, Mexico, Namibia, Trinidad and Tobago, England) carry a course release. All Program Director appointments are contingent on approval of the applicant's chair, dean, and the provost. For more information on the position and application procedures, please contact Dr. Tamara R. Williams, Executive Director of the Wang Center, at williatr@plu.edu.

The Duties and Responsibilities of a Gateway Program Director are as follows:

- Proposes and monitors the philosophical, cultural, and pedagogical design and integrity of the semester program and facilitates ongoing program development. Through the Wang Center Executive Director, provides reports to Global Education Committee on program developments.
- Works with PLU faculty, departments and school on integrating Gateway courses into the PLU curriculum.
- Identifies and recommends to the Executive Director faculty site director candidates, using a 3 year into future model; with departmental, dean and Provost approval serves as site director from time to time as schedule allows.
- As appropriate to the program, identifies and recommends hiring of appropriate on-site faculty and consultants.
- Takes the lead in recruiting students for the program and works collaboratively with Wang Center staff on this effort.
- Works collaboratively with Wang Center staff, and site director, as appropriate, to assess student applications and communicate acceptances through the Wang Center.
- In coordination with the Wang Center, organizes and attends all academic and cultural orientation sessions for students before their departure. This is done in collaboration with the general study away cross-cultural and pre-departure orientation by the Wang Center.

- Advises students on academic choices at the program site, including students of institutional partners and their campus advisors.
- Provides extensive pre-departure orientation for the site director, including local contacts, site specific issues, etc.
- Liaises closely with the site director while program is in progress, assisting with trouble-shooting as needed and functioning as part of crisis management or incident response team with the Wang Center.
- Serves as the ongoing PLU faculty liaison with on-site academic institutions.
- Collaborates with the Wang Center Gateway Program Manger to develop a budget proposal as part of the Wang Center's annual budget building process.
- Reviews on-site program expenditures and trends as compiled by the Wang Center Gateways Program Manager at conclusion of program and during the program as appropriate.
- Evaluates and proposes equipment, supply, and other on-site infrastructure needs, as well as faculty development needs for program.
- Budget permitting, orients and accompanies future site directors/program affiliates on introductory visit to the program site; ideally combined with site visit during semester of the program.
- Designs and implements faculty development opportunities for broader participation of PLU faculty, subject to availability of funding and approval of the Wang Center Executive Director.
- Encourages input and ideas for improvement and/or expansion of the program from all faculty, staff, and student participants.
- Works closely with the Wang Center on administrative matters such as health, safety, liability, and academic credit transfer issues.
- Regularly liaises with partner universities in the U.S.
- Ensures timely order/duplication of course materials books and using an electronic medium, uploads readings for students on the program. Recommend books and media for the PLU and on-site program library, if there is one.
- Prepares the master semester calendar in collaboration with the Wang Center Gateways Program Manager.
- Collaborates with Wang Center Gateways Program Manager on promotional materials, including the program website.

- Reviews student evaluations and site director's report; debriefs with site director and separately with Wang Center Executive Director.
- Convenes program advisory committee for ongoing assessment and other activities.
- Collaborates with Wang Center Executive Director on applications for outside funding and new partnerships in support of the program.
- Participates in Gateway program director meetings and other global education planning.
- Participates in a periodic program review process with Wang Center Executive Director, to whom the program director reports.