

Consortium for Advanced Studies Abroad
Cuba Divisional Center

Assistant Director
Position Description

This position provides important on-site and administrative support to the Cuba Center director. Reporting to the Cuba Center director, this position will assist the director with all logistical aspects relating to on-site program planning and implementation in key programmatic areas, including the week-long orientation, course selection and registration by students at both Casa de Las Americas and the University of Havana, cultural activities and organized field visits, responding to housing questions and issues as they arise, collection and processing of final grades at the end of the term, and general trouble-shooting for program participants. As needed, the position will provide logistical support to visiting faculty and staff from the United States. The position will also serve as an important mentor to students participating on the program, assisting them with their acculturation process to their host setting, supporting students in their mental and physical health and well-being and assisting the director with emergency response as needed. **This is a two-year position.**

Section 1: Responsibilities of the Position

In close coordination and communication with the Director, the following constitute the major responsibilities of the role.

Major Responsibility #1: Student Support, Orientation and Co-curricular Programming

- Assist the Director in providing appropriate cross-cultural support to facilitate student immersion into the host setting and successful navigation of Havana
- Provide logistical support for pre-arrival as well as on-site orientation
- Reinforce health and safety guidelines, program and conduct policies, shared by the Director and by colleagues at the CDLA and the UH with the goal for students to successfully, and safely, navigate and negotiate decisions in Cuba
- Communicate regularly with Director on student issues as they arise in order to effectively respond to emergencies that may arise
- Along with the Director, act as the first point of contact for students during emergency situations.
- Facilitate mental and physical health services for students, accompany them to the international clinic as necessary
- Develop activities and practices that help students to feel supported and accepted in their diverse forms of identity
- Develop and implement programmed co-curricular activities (cultural events, field visits, etc.) that will take place throughout the semester.
- Accompany the students on all programmed activities and assist the Director with logistical support as needed

Major Responsibility #2: Housing, Financial and Administrative Support

- Regular Vetting of student accommodations
- Facilitating the matching of students with homestay families, as appropriate
- Remain in close communication with student accommodations, visiting each location regularly to check-in on the well-being of students and report on any problems as they arise.
- Assist the Director with budgeting and reconciliation of the expenditures each month
- Assist the Director with banking needs, as appropriate
- Assist the Director to ensure compliance with all OFAC and other local rules and regulations for all Center operations
- Assist the Director with obtaining academic student visas for all students, by liaising with Casa de las Americas (CDLA)
- Assist the Director with promotional, marketing, reporting, and evaluation efforts, in collaboration with central Brown/CASA staff
- Ensure the CASA Cuba website and communications are updated in a timely fashion
- Assist the Director with maintaining the classroom and office spaces, in collaboration with local partners
- Assist the Director in other responsibilities in this space, as requested

Major Responsibility #3: Academic Support

- Support academic enrollment by liaising with both Casa de las Americas (CDLA) and the University of Havana (UH) for the registration of students into courses, obtain student ID cards, and other related tasks
- Communicate with CDLA and UH as necessary throughout the semester to anticipate potential challenges to the implementation of the academic program and troubleshoot as necessary.
- Liaise with Brown/CASA staff and member institutions on collecting and managing enrollment and nomination documentation
- Assist in the planning and logistics of the courses offered by CASA (obtaining readings, digitalizing, assisting students with learning platforms, etc.).
- Assist the Director in preparing grade reports, and transcripts, as appropriate

Section 2: Job Qualifications

- Bachelor's degree required, Masters degree preferred
- 3-5 years experience in the on-site management of American study abroad programs
- Fluency in Spanish and English a must
- Strong familiarity with Cuban customs, cultural dimensions, university academic system, and the city of Havana
- Strong familiarity and experience with OFAC regulations and other compliance requirements relevant to the Cuban context
- Discreet individual able to maintain and respect strict confidentiality and follow data protection policies and procedures at all times when handling student, staff and program information
- IT knowledge and computer literacy required; audiovisual and/or visual arts experience a plus
- This position is based in the United States with required travel to Cuba. Candidates must be legally authorized to work in the United States.