

## **Director, Florida State University London**

### **About Florida State University, FSU International Programs, and FSU London**

Florida State University is a public research university based in Tallahassee, Florida, with a rich history as a global institution, offering programmes abroad since 1957. Among US public universities, the University was recently ranked 1<sup>st</sup> for the number of long-duration study abroad students, and 10<sup>th</sup> overall for the total number of study abroad students.

FSU London is administered through a UK charity, and is supervised by FSU International Programs, as part of the Division of Academic Affairs. FSU International Programs administers four year-round campuses/sites in the Republic of Panama, Italy, Spain, and the United Kingdom, as well as numerous faculty-led programmes in other locations. The university is exploring new ways for the year-round campuses/sites to serve as portals for FSU's internationalization efforts beyond programmes for undergraduate students.

Established in 1971, FSU London owns its own campus, which is comprised of eight 18<sup>th</sup> Century row houses in Bloomsbury. FSU London annually hosts approximately 700 students from the main campus in Florida. We maintain a cadre of London-based faculty who teach during the fall and spring semesters, and we host around 35 faculty from our main campus each summer.

FSU London has a team of approximately 22 local staff who manage operations supporting students and faculty. In addition to our own FSU programmes, we host and/or manage study abroad programmes for other US universities.

### **Job Summary**

The Director provides leadership of FSU's London study abroad campus, including strategic planning, academic oversight, finance and compliance responsibilities, and supervising the leadership team to ensure the highest quality academic and cultural experience for our students. This position is also responsible for developing new partnerships, programmes, and academic research opportunities for faculty from main campus. The Director will spearhead efforts to seek and foster institutional relationships, which align with and support FSU's teaching, research and creative endeavours. The Director is responsible for staying abreast of and managing compliance with all relevant laws, regulations, Charity Commission requirements, and internal policies applicable to FSU London and making FSU International Programs in Tallahassee aware of any coming law changes that might affect the Charity.

### **Reporting Relationships**

- The FSU London Director reports to the Director of FSU International Programs, Tallahassee, Florida, USA

- The FSU London Director implements guidance provided by the FSU IPA UK charity Management Councils
- The FSU London Sr. Associate Director, Associate Director, and Director of Theatre Academy London report to the Director

### **Responsibilities include:**

#### **Leadership, Policy, and Strategic Planning**

- Partner with Florida State University faculty and staff colleagues to expand and improve the University's globalization efforts, international reputation and global outreach
- Contribute to the development of strategy, policy, and practice with London and Tallahassee leadership teams to encourage FSU students to study abroad
- Collaborate with International Programs Executive Team to develop, assess and implement new opportunities
- In collaboration with the London Associate Director, stay abreast of issues and best practices in the field of education abroad in the UK
- Maintain regular and consistent communication with Director of International Programs and report any issues in a timely manner
- Partner with the Director of International Programs and the Assistant Dean of Development to establish and maintain alumni and donor relations

#### **Partnerships and Programme Development**

- Develop relationships across Florida State University, with a view to identifying ways FSU London can support faculty, research, and student engagement initiatives from the home campus
- Develop relationships and partnerships across the UK (particularly in London and the Southeast) to support/facilitate potential research and creative collaborations with faculty at FSU London and Florida State University
- Develop relationships and partnerships with other US institutions to enhance offerings and to support/facilitate potential research and creative collaborations
- Manage relationships and liaise with existing partners
- Collaborate with FSU London team to plan and host visits from dignitaries, FSU colleagues and partners

#### **Management**

- Direct supervision of the FSU London leadership team that oversees academic standards and integrity, faculty relations, student conduct, student engagement, health and safety, building and facilities, finance and budgeting, programme development and planning, housing, and IT responsibilities
- Note that this position occasionally requires working during evenings, weekends, and bank holidays
- Ensure the team is meeting deadlines and operational objectives

- Ensure adequate and appropriate staffing
- Ensure staff appraisals are conducted annually and in accordance with UK and FSU standards
- Work with senior management to disseminate relevant information to staff, students, and partners as appropriate
- Facilitate team building/retreats/trainings to support communication, exchange ideas, and implementation of FSU International Programs policy
- Provide leadership when needed in response to student emergencies and behavioural concerns
- Undertake regular reviews and assessments of all programme and operating aspects
- Liaise with FSU International Programs leadership and staff, as well as other international directors to ensure appropriate implementation of and adherence with relevant Florida State University, International Programs, and FSU London policies and procedures
- Organise meetings and provide reports as needed to the Management Councils for FSU London's legal entity, FSU IPA UK (The Charity)
- Serve as an active participant in and leader of an energetic team that represents FSU London and Florida State University locally and throughout the region, including hosting visits and exploring partnerships with other Universities and organizations.

### **Finance and Compliance**

- Assist in developing annual programme budget and participate in forecasting process
- Provide leadership to the building and facilities team who have responsibility for daily operations, project planning, and project management
- Compile information and reports necessary for planning, directing, and reporting financial activity at the study centre
- Implement procedures designed to ensure the efficient financial operation of the study centre
- Oversee the accurate reporting of financial accounts and exercise appropriate control over programme delivery costs
- Ensure proper financial documentation is maintained in accordance with FSU London's established policies and procedures
- Oversee budget requests and monthly reports to the CFO and Director of International Programs
- Respond and actively participate in all audits
- Ensure compliance with all local laws and regulations including Charity Commission requirements
- Stay abreast of everchanging UK Visa and Immigration guidance and responsibilities, working collaboratively with team members who manage daily compliance of the UK Visa and Immigration Sponsor License
- Ensure compliance with UK, US, and FSU data protection requirements

- Consult with legal counsel as necessary, in conjunction with International Programs' executive team
- Manage resources to support new programme development

### **Academic Oversight**

- Ensure compliance with FSU policies, accreditation requirements and protocols
- Foster professional and academic relationships with the broader academic community in London and support recruitment of new faculty as necessary
- In collaboration with the London Senior Associate Director and FSU London Academics Team, stay abreast of academic issues and best practices in the field of education abroad in the UK
- Undertake curriculum development in conjunction with International Programs and respective departments, as necessary
- Teach in your area of expertise, with appropriate approvals and as curriculum/time/calendar demands allow

### **Travel**

- Travel to US, typically once a year for meetings with FSU Tallahassee staff
- Travel within Europe for meetings and conferences, with IP approval

### **Profile and Requirements**

- An applicant must have an existing legal right to work in the UK; FSU cannot provide visa sponsorship for this role
- An applicant must have strong academic credentials, including a Postgraduate degree
- An applicant must have excellent written and spoken English
- The successful candidate will display:
  - Enthusiasm, initiative, and motivation to work as part of a team that establishes respect and trust with FSU London colleagues, as well as with faculty and administrative colleagues across Florida State University
  - Strong interpersonal skills and demonstrated ability to work in an environment that requires significant collaboration and cooperation
  - Flexibility; able to respond quickly to changing circumstances and have a high tolerance for ambiguity
  - Understanding of the US higher education system; experience in study abroad is desirable
  - Understanding of the UK higher education system; preference given to those with knowledge of and/or connections within the research community
  - A passion for London and the United Kingdom that will inspire our student body, who have chosen specifically to study here
  - Enthusiasm for working with undergraduate students from the United States

- Innovative thinking with a desire to seek new approaches and improvements
- A proven ability to establish an appropriate mentoring/advising relationship with college-age students
- Ample relevant experience in higher education, preferably in both the US and the UK systems and/or within the field of Education Abroad
- Demonstrated ability to maintain accurate records of expenditure and understanding of budget and accounting practices

**Salary**

£80-100,000, commensurate with skills and experience

**Location**

Florida State University London, 99 Great Russell Street, London, WC1B 3LH

**Work arrangement**

Full-time, office-based, with hybrid work opportunities for limited/specific time periods based on programme/calendar needs. After-hours support sometimes required during emergency situations.

**To Apply**

Please email the Hiring Committee on [ip-london-info@fsu.edu](mailto:ip-london-info@fsu.edu) with the following:

- A copy of your current CV
- A cover letter of no more than two pages detailing your interest in applying for this specific role. This should not be a reiteration of your CV.

Please note that incomplete/inaccurate applications will not be considered.