BABSON

GLAVIN OFFICE OF MULTICULTURAL & INTERNATIONAL EDUCATION

BABSON ELECTIVES ABROAD ADMINISTRATOR

Responsibilities include but are not limited to the following:

- Understands the responsibilities of and fully supports the Lead Faculty Member.
- Prepares for travel through self-education on country culture, facts, basic language etc.
- Attends annual Electives Abroad Administrator Training session.
- Attends pre-departure and post course meeting(s).
- Travels with the student group for the duration of the program including group flight
- Carries and manages thank you gifts, handles gratuities at group events and distributes materials, as needed.
- Addresses travel logistics (in country) for the group, including resolution of issues as they occur 'on the ground'.
- Becomes knowledgeable about Babson Emergency Protocols:
    - Completes Kognito (an online training tool to help identify and appropriately refer students with mental health issues).
    - Provides on-site assistance with emergencies or illness.
- Acts as 'point person' to Elective Abroad Program Manager for travel, logistics and course updates.
- Participates in the course wrap up session as well as the debrief session with Electives Abroad Program Manager.
- Follows Glavin Office/Babson policies and procedures for expenses and expense reports.
- Acts as a representative of Babson College and as such follows the College's expectations for professional conduct during all aspects of the course.
- Partners with Glavin Office to share experience with the Babson College community after the course.

Additional Information:

The Administrator receives full travel expense coverage for all course-related expenses. There is no compensation for the Administrator as their involvement in the elective is considered by the College to be a professional development activity.

Created 9/22/2009
Last Updated 11/02/2012