

International Studies Office

The International Studies Office at the University of Virginia seeks an International Health, Safety, and Security Manager (IHSSM) to co-develop and co-manage a travel preparedness and response strategy to promote and protect the well-being of the organization/institution and its students, faculty, and staff engaged in education abroad and student international travel for University-related purposes. The IHSSM will co-develop best practices on global health, safety, and security management; consult expert resources; and advise the leadership and staff of the ISO, Risk Management Committee for Education Abroad, Vice Provost for Global Affairs, students, and education abroad program faculty and staff. The IHSSM will also serve as the International Studies Office (ISO) contact for emergencies related to international students and scholars who are in the U.S. as well as immigration related emergencies for students and scholars entering the US, i.e., at the port of entry. The IHSSM must be available 24/7, except during periods agreed upon in advance, in order to respond to emergency situations as they arise and may be required to report to Grounds during authorized University closures. Status as a U.S. citizen or U.S. permanent resident is required for appointment as Designated School Official (DSO) and Alternate Responsible Officer (ARO).

Required Education and Experience:

- MA, MBA, or JD
- Experience identifying, mitigating, and managing health, safety, and security risks overseas and in the U.S.;
- Experience planning, managing, and evaluating crisis response;
- Two years teaching/training college-age population or experience working in a higher education institution;
- Experience living and working in another language, culture, or country.
- Knowledge of key regulatory bodies, policies, and protocols, e.g., the Clery Act, VAWA and Title IX;
- Demonstrated ability to work with students, faculty, staff, and overseas partners and demonstrated ability to build relationships across functional areas;
- Experience working with a range of domestic and international organizations, e.g., higher education institutions, government agencies, NGOs, third party providers, and private sector companies.

Required Knowledge, Skills and Abilities:

- Excellent writing, analytical, and time management skills;
- Demonstrated record of sound judgment and decision-making abilities as reflected in the ability to remain calm in crisis situations, handle matters confidentially, and exercise discretion with sensitive topics;
- Knowledge of U.S. higher education organizational structures, stakeholders, purposes, and interests;
- Knowledge of international education professional standards and best practices with regard to health, safety, and security;
- Knowledge of expert resources commonly consulted with regard to health, safety, and security in international education;
- Strong social/interpersonal skills including facility for interaction in multicultural and cross-cultural contexts, the ability to work with and lead groups;
- Demonstrated knowledge of international affairs;

To learn more about this position and to apply, go to:

Jobs@UVA

Posting Number: 0618876

[International Studies Office](#)

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