The Institute for Study Abroad is seeking a Resident Director (RD) for its Lima, Peru program. Headquartered in Indianapolis, Indiana, IFSA-Butler was founded in 1988 on the campus of Butler University as a provider of study abroad programming for U.S. undergraduates. IFSA-Butler operates independently as a non-profit organization and maintains a close connection with Butler University. We are committed to providing the best study abroad programs with integrated academic guidance and individualized support to ensure student success.

Position Summary:
The Resident Director (RD), Peru is responsible for the management and on-going development of IFSA-Butler’s Peru site: day-to-day program administration; providing academic and cultural support to students; liaising with host universities and other partners; and overseeing the ongoing development of orientation, academic curriculum, and co-curriculum. This is a 12-month position and requires significant evening and weekend work. Candidates must have legal authorization to work in Peru, and ability to travel within Peru and the U.S. as requested.

Essential Duties and Responsibilities:

Leadership
- Contribute leadership and vision to the development of strategic priorities for the organization.

Program Management and Development
- Meet with students regularly to assess their experiences and to resolve problems.
- Identify, propose, and implement strategies that improve quality, advising, coursework, teaching, and field-based learning; reduce costs, streamline processes, enhance the student experience, and maximize the marketability of programs.
- Ensure appropriate academic management of programs.
- Design and implement intercultural programming.
- Contribute to the creation of custom and client program proposals; operationalize custom programs.
- Manage operating budget; maintain accounting records; and submit regular accounting reports.
- Develop and operationalize health, safety, and security contingency plans; provide leadership, crisis management, and assistance during student incidents. Provide 24-hour emergency response while students are on site.

Staff Management
- Supervise in-country staff.

Outreach
- Provide outreach to visitors in Peru as well as at events in the U.S.

Education and Work Experience
- Master’s degree, or Bachelor’s degree combined with commensurate experience required.
- Minimum of six years’ progressively-responsible work experience.
• Experience studying or working in the U.S.; minimum of 3 years of relevant work experience in Peru.
• Demonstrated track record with education program development, management, and improvement.
• Experience with U.S. university students as an instructor, advisor, or program administrator.

**Job Knowledge, Skills, and Abilities**
• Near-native language skills in both Spanish and English.
• Knowledge of Peruvian higher education systems.
• Willingness to learn new technologies and processes.
• A positive attitude and flexibility toward evolving responsibilities in a growing organization.
• Excellent interpersonal, communication, and presentation skills.
• Deep knowledge of higher education and education abroad environments.
• Ability to multi-task in a fast-paced environment, work to deadlines, and adopt a flexible approach to meet the needs of the organization.
• Strong drive and sense of urgency to resolve problems and optimize processes.

IFSA-Butler provides statutory Peruvian benefits. Qualified candidates should submit a cover letter, resume and salary requirements to Susan Hill at shill@ifsa-butler.org. Review of candidates begins immediately; position open until filled. Anticipated start date in late January.