

# GLOBAL EDUCATION CORE FUNCTIONS



## COLLABORATIONS

The Office of International Affairs (OIA) takes pride in partnering with academic departments and other units including Student Financial Aid and Academic Advising to facilitate global education opportunities at Ohio State. To ensure a coordinated and comprehensive strategy is employed for the success of every Ohio State approved global education program – whether in country or virtual – OIA provides a wide variety of specialized services. These services are essential to manage and enhance the development and implementation of programming for all Ohio State students seeking to expand their global awareness and expertise. No matter a student’s background, experience or major, global education is for every Buckeye.

## NEW PROGRAM DEVELOPMENT AND CONSULTATION

- Provide expert assistance to academic and other Ohio State units interested in setting up new curricular and co-curricular international or online opportunities
- Assist departments in identifying and implementing global education options and program models in alignment with curricular needs and integration
- Source opportunities, partner institution, program providers and global education venues

## BUSINESS AND FINANCIAL EXPERTISE

- Process payments for programming in compliance with university requirements
- Initiate and process cash advances, Travel “T” numbers and per diem for resident directors
- Establish program fees in collaboration with relevant academic units
- Manage all fiscal interactions related to programming
- Perform financial and managerial accounting for all programs



## **STATISTICAL REPORTING**

- Prepare and disseminate statistical reports including the Open Doors survey conducted by the Institute of International Education, “Ohio State Global Education by the Numbers”

## **COMPREHENSIVE APPLICATION MANAGEMENT**

- Manage global education program offerings
- Manage global education software system
- Communicate admittance or denial decision to students
- Maintain student applications (withdrawal, change of admission status)
- Advise students on registration and enrollment
- Prepare individual budget sheets for admitted students according to guidelines approved by the Office of Student Financial Aid
- Facilitate common application for numerous scholarships

## **PROGRAM COORDINATION**

- Coordinate Ohio State faculty-led programs, provider and direct enroll programs and student exchanges (a global education specialist is assigned to each program)
- Provide guidance on application review and admission process
- Recruit and promote programs
- Manage relationships and communications with host institutions, exchange partners, providers and vendors
- Make international travel and in-country or online arrangements for global education programming
- Apply for group and individual visas as needed
- Facilitate pre-departure orientations

## **RISK MANAGEMENT**

- Enroll all students and resident directors in international supplemental insurance
- Verify student eligibility for global education with the Office of Student Conduct
- Monitor and provide communication on Department of State travel advisories
- Provide 24/7 emergency response to students and resident directors
- Provide reporting in Clery Act, Title IX and other mandates
- Conduct Safety and Risk Management Orientation and other trainings for Resident Directors
- Perform risk assessment and abatement for new and pre-existing international opportunities
- Maintain emergency database
- Monitor activities and decisions made by the International Travel Policy Committee

## **MARKETING AND COMMUNICATIONS**

- Produce the Resident Director Handbook, global education flyers, e-newsletters and powerpoint presentations
- Provide students with information about how to participate in a global education program at [oia.osu.edu/global-education](http://oia.osu.edu/global-education)
- Utilize Facebook, Twitter and Instagram to share student stories
- Collaborate with the colleges and other units to promote global education and student experiences

## **OUTREACH**

- Promote global education through presentations in classrooms and residence halls
- Provide customized presentations for stakeholders interested in learning more about Ohio State global education opportunities
- Plan, manage and promote the annual Global Education Expo, a table fair that showcases Ohio State’s global education opportunities

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## **OFFICE OF INTERNATIONAL AFFAIRS**

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