

Assistant Director, Brown in Bologna

Position Overview

The Assistant Director reports to the Director, Brown in Bologna, and plays a central role in supporting the design, development, and implementation of the program's immersive academic and cultural learning model.

Under the supervision of the Director, the Assistant Director will work to advance and implement the academic priorities of the Brown in Bologna program, ensuring that students' academic pathways, language learning goals, residential experiences, and community engagement opportunities are intentionally integrated into a cohesive and transformative study abroad experience.

The position contributes substantively to curriculum support, institutional partnerships, language learning opportunities, intercultural mentoring, and the strategic and holistic application of experiential learning initiatives that deepen students' engagement with the social, cultural, and academic fabric of Bologna and surrounding communities.

Core Responsibilities

Major Responsibility #1: Academic Programming & Language Acquisition

The Assistant Director contributes to the ongoing refinement and growth of Brown in Bologna's academic goals as a deeply immersive, research- and data-informed program.

Key responsibilities include:

- In collaboration with the Director, advancing the academic goals of the program, with particular attention to the integration of coursework, housing, community partnerships, and language acquisition.
- Teaching an intensive Italian language course during the orientation period, designed to equip students with linguistic and cultural competencies necessary for meaningful cultural immersion.
- Providing advanced Italian language tutoring and individualized language acquisition mentoring throughout the semester.
- Supporting student academic placement and enrollment at local partner institutions (including the University of Bologna and the Academy of Fine Arts), ensuring alignment between students' academic goals and local offerings.
- Maintaining active dialogue with academic partners to anticipate curricular challenges, strengthen collaboration, and enhance students' academic integration.
- Supporting the pedagogical logistics of Brown in Bologna courses (course materials, digital platforms, instructional coordination).
- Assisting with academic documentation and grade reporting in alignment with Brown's institutional standards.

Major Responsibility #2: Student Acculturation, Immersion & Well-being

The Assistant Director serves as a cultural mentor for students, guiding their acculturation process and supporting their development as globally engaged scholars. The goal is to support an inclusive and intellectually rigorous community aligned with Brown's values.

Key responsibilities include:

- Collaborating with the Director and the Global Partnerships and Programs (GPP) team at Brown University on the development of pre-departure and on-site orientation programs that frame immersion as an intentional academic practice as well as appropriate and relevant in-country regulations and requirements.
- Co-managing and expanding structured volunteer and community engagement opportunities, cultivating sustainable partnerships with local organizations and framing volunteer work as experiential learning in close collaboration with and at the direction of the Director.
- Co-developing the semester Program Calendar as an integrated academic and cultural roadmap.
- Designing and implementing co-curricular programming that extends classroom learning into the city through cultural, artistic, historical, and civic engagement experiences. This could include excursions, site visits, and thematic experiences that align with course content and learning objectives.
- Accompanying students on academic field experiences and study trips as directed by the Director.
- Cultivating relationships with local cultural institutions, scholars, and civic actors to expand immersion opportunities.
- Supporting the intentional integration of housing into the academic model by:
 - Fostering relationships with local roommates and language partners
 - Encouraging reflective engagement with residential life as a site of cultural learning
 - Monitoring housing environments as spaces of intercultural growth
 - Exploring alternative immersive housing arrangements, such as homestays, as needed
 - Conducting housing site assessments as needed for Brown in Bologna and short-term programs as needed.
- Mentoring students in their personal and academic adaptation, including identity development, intercultural negotiation, and well-being.
- Reinforce health and safety guidelines, program and conduct policies, shared by the Director and other local partners with the goal for students to successfully and safely navigate and negotiate decisions in Italy.
- Communicate regularly with the Director on student issues as they arise in order to effectively respond to emergencies that may arise.
- Along with the Director, act as the first point of contact for students during emergency situations.

Major Responsibility #3: Program Support & Institutional Stewardship

The position includes operational responsibilities that are carried out in service of the program's academic mission and immersive integrity.

Responsibilities include:

- Ensuring that residential placements and local partnerships support the program's pedagogical objectives.
- Collaborating with the Director on institutional reporting, assessment, and program evaluation each semester.
- Contributing to communications, outreach, and strategic visibility efforts.
- Supporting visiting faculty and institutional partners to ensure academic continuity and excellence.
- Support academic enrollment by liaising with partner universities
- Liaise with Brown GPP team in Providence on enrollment management, and other documentation required for visa, registration, and other related processes.

Qualifications

- Master's degree required; Ph.D. or advanced academic credentials preferred.
- Demonstrated 3–5 years of experience in academic administration or on-site leadership of U.S. study abroad programs.
- Demonstrated experience in curriculum development, experiential learning design and intercultural pedagogy.
- Demonstrated deep familiarity with Italian higher education systems and the cultural context of Bologna.
- Fluency in Italian and English is required.
- Previous academic advising and mentoring experiences supporting student well-being in academic and intercultural settings is required.
- Knowledge of regulatory and compliance frameworks in Italy is required.
- Legal authorization to work in Italy is required.