

# OVERVIEW OF PROGRAM PLANNING TIMELINE

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## OVERVIEW OF EDUCATION ABROAD STAFF ROLES

The education abroad staff directory can be found at [oia.osu.edu](http://oia.osu.edu).

Once a program has been approved or reauthorized, resident directors will work with a variety of staff members in the Office of International Affairs:

- **Education Abroad Specialist:** Partners with resident director to plan overall program logistics, recruits/advises and provides orientation. The education abroad coordinator is involved in the program throughout its life cycle. Resident directors will have regular email, phone and in-person contact with their specialist. Specialists manage approximately 20 different programs throughout the academic year.
- **Program Manager(s):** This team, in consultation with the Business Operations unit, provides guidance, support and approval to program budgets and payments. Resident directors will likely have contact with the Program Manager team during the budgeting phase—particularly if there are policy questions and/or complex arrangements.
- **OIA Business Operations unit:** This team provides oversight to the fiscal operations for education abroad programs including, but not limited to, payments, reconciliation, GET card oversight and training.

Resident directors will also interact with the International Risk Management Team, along with the OIA Communications unit and the Education Abroad Administrative Team.

Education Abroad cooperates closely with the college education abroad [liaisons](#), who are regularly consulted throughout the planning process on academic, fiscal and logistical questions.

## NEXT STEPS

Review the [Current Resident Directors](#) section on the website.

Please consult the [program fee setting timeline/information](#). Please be prepared to provide the required information by the deadlines indicated. Failure to do so could result in program cancellation.