



## **JOB TITLE: DIRECTOR, INTERNATIONAL STUDENT PROGRAM**

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	11	Board Approved:	April 15, 2019

---

### **BASIC FUNCTION:**

The Director of the International Student Program oversees the planning, implementation, administrative operations, and support services for the College's international student population and the College's English Language Academy. This position reports to the Dean of Enrollment Services.

### **REPRESENTATIVE DUTIES:**

Assesses international student needs. Develops and implements services and programs designed to promote inclusion, cross-cultural exchange, and integration into the college community. Continually evaluates services and operations and makes changes or additions as necessary. Provides direction and leadership to other staff to carry out services and programs.

Provides operational oversight of the Language Academy for non-credit English courses. Plans orientations, program activities, workshops, class scheduling, course creation, gradebooks, etc. Identifies program priorities and ensures quality academic standards.

Represents the College in immigration matters pertaining to international students.

Develops international partnerships and manages contractual agreements and commission fees with overseas recruitment agents.

Serves as a liaison to foreign embassies, associations, and government agencies regarding admission processes, policies, and student immigration statuses. Coordinates efforts with various campus departments to guide, assist, monitor, and ensure seamless onboarding of international cohorts in accordance with internal policies and academic requirements.

Plans, develops, administers, and evaluates international student recruitment efforts. May represent the College overseas, at conferences, and at domestic student forums. Develops marketing materials and other strategic recruitment plans.

Manages program and operating budgets. Determines fiscal priorities and allocation of funds. Recommends budget amendments as appropriate. Monitors, reconciles, and analyzes revenues and expenditures. Provides financial analyses, projections, and compiles data for reports to support budget development and management.

Develops policies, procedures, and operating standards to remain in compliance with government regulations. Works with various internal and external databases to process immigration and acceptance documents in a timely manner.

Recruits, screens, hires, trains, and supervises subordinate staff and other workers. Schedules and assigns work. Assesses performance and provides feedback, counseling, or discipline, as needed. Approves professional training and development opportunities for staff.

Ensures compliance with and serves as the Primary Designated School Official between the College, USCIS, and other federal, state, and local government agencies. Appoints an appropriate number of Designated School Officials (DSO's) based on the College's specific needs. Trains and manages DSO's assigned to academic and noncredit programs.

Maintains professional currency in issues related to international education and immigration policy through active participation and leadership in associations and committees both internal and external to the College. Monitors international markets and agency regulations pertaining to admissions and recruitment. Ensures staff are informed of changes and updates.

Serves as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintains up-to-date certification for CSA status.

Performs other related duties as assigned or requested.

**JOB QUALIFICATIONS:**

Education and Experience:

Master's degree in international education, student personnel administration, education, counseling, or related field and a minimum of three (3) years of related work experience. Combined experience/education totaling nine (9) years may substitute for minimum education and work experience requirement.

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

Expertise in advising and managing within higher education setting.  
Experienced in counseling students.  
Experienced in evaluating overseas academic credentials.  
Experienced working with multi-cultural perspectives.  
Knowledgeable of applicable immigration laws, policies, and resources.  
Knowledgeable of admissions policies and procedures.  
Knowledgeable of domestic and international education, current world politics, and world cultures as they affect domestic and international applicant pools.

Abilities/Skills:

Skilled at communicating in writing and orally, including public speaking.  
Skilled at conflict resolution.  
Skilled at supervising employees.  
Skilled at working with international officials and cultures.  
Skilled at working with complex computer systems and databases.  
Ability to manage budgets and monitor for variances.

**WORKING CONDITIONS:**

Overseas travel required on occasion.  
Weekend and/or evening hours required on occasion especially for special events.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.