

DEAN OF INTERNATIONAL EDUCATION

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M8	06/01/15	Academic Administrator	1 of 2

DEFINITION: Under the administrative direction of a higher level manager provides leadership and administrative oversight of the District's international education program. The Dean assumes primary responsibility for the development and implementation of a comprehensive and centralized District international student marketing and recruitment program. The Dean travels internationally, serves as the District representative and liaison, has oversight responsibility for program planning and budgeting, organization, consultant and agent contracts, and fosters and sustains college faculty and staff relationships and international partnerships.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

- Advises the Chancellor, Chancellor's Cabinet, and College management on matters affecting the operations of a centralized international education program.
- Provides leadership and manages the District's international education program plan and budget and develops enrollment management strategies aligned with District and College strategic plans to sustain or increase the recruitment and retention of international students enrolled in the District.
- Plans, develops and recommends District policies and procedures related to international education for review by Board or other appropriate committees or individuals as deemed necessary.
- Works closely with the District's research department to conduct market trend analyses and is responsible for the implementation of the comprehensive international education student marketing and recruitment plan which includes continuous review of international student admission, retention, persistence, transfer, and other related data.
- Develops and maintains relationships with District faculty and staff and external entities in the United States and abroad that enhance the District's ability to recruit prospective international students to its colleges. Represents the District's international education program nationally and internationally.
- Plans, conducts, and approves all District and college personnel travel overseas to present and market the District's international student academic programs. Meets recruiters/agents, and attends educational fairs and institutions in countries with prospective international student markets and, at times, in regions that may present challenging logistics and political environments.
- Designs marketing and promotional materials in print and electronic formats to be used by the District, its colleges and agents to recruit international students.
- Serves as the primary member on related professional organizations and associations and attends professional development conferences.
- Utilizes existing Districtwide committees to share international education program updates and needs; participates in college-level international student program committees.
- Monitors and evaluates various college programs and special events developed to meet the needs of international students in the District.
- Monitors federal and state mandates to ensure compliance with applicable rules and regulations.

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MINIMUM QUALIFICATIONS:

Knowledge Of:

- Federal rules and regulations pertaining to international student admissions and enrollment.
- Principles of supervision and good business practices.
- Thorough knowledge of F-1 visa immigration regulations, naturalization regulations, and the Department of Homeland Security/SEVIS regulations.
- Comprehensive knowledge of U.S. higher education and of foreign educational systems.
- International student recruitment and marketing in the higher education sector.
- Working with international students and students from multi-ethnic populations.
- Knowledge of immigration and naturalization regulations.
- Developing and coordinating an international student educational program.
- Working in an educational institutional environment.
- Experience in international travel.
- Enterprise Resource Planning such as Colleague and Ellucian.
- Industry standard practices in international student marketing, recruitment and exchange programs.

Ability To:

- Demonstrate understanding of, sensitivity to, and respect for diverse academic, socio-economic, ethnic, religious and cultural backgrounds and disability, of community college students, faculty and staff.
- Develop a comprehensive international program plan and budget.
- Undertake a variety of approaches to decision-making and problem-solving.
- Prepare and make public presentations pertaining to the international student program.
- Demonstrate strong intercultural and interpersonal communication skills; strong relationship management skills.
- Demonstrate highly independent decision-making skills to respond to changing and sometimes difficult and unforeseen circumstances that may arise while traveling abroad.

Education/Training: A master's degree from an accredited college or university is required. An earned doctorate from an accredited college or university is preferred.

Experience: A minimum of three years of related work experience, preferably with experience conducting extensive international student marketing and recruitment in higher education. Five years of related work experience is highly desirable.

License/Certification: Must hold a current and valid passport.

Actions: Newly created classification adopted by the Governing Board on 05/27/15