

**DIRECTOR OF INTERNATIONAL EDUCATION**

**DEFINITION**

Under general direction, develop, coordinate, direct and evaluate all aspects of the District's International Education Program which includes the recruitment and processing of international students, coordination of the study abroad programs, and coordination of the faculty and staff exchange and development. Serves as District liaison in planning, organizing and negotiating international education programs and perform other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Essential responsibilities and assignments include, but are not limited to the following:

This classification is self-supporting and all related costs of the position (direct and indirect) must be paid from generated revenues. If sufficient revenues are not generated to support this position, the position will be eliminated. The incumbent in this classification exhibits an ability to work independently while handling and coordinating a wide variety of responsibilities. He/she must exercise discretion and diplomacy when interacting with others, and demonstrate strong organizational skills. The incumbent is expected to work with and communicate effectively with international students, faculty, administrators, other students, and representatives from outside agencies and to be knowledgeable of the special needs of international students in an academic environment.. At times, he/she may serve as an advocate for the international student. The incumbent will need to exercise independent judgement, make responsible decisions within a shared governance structure, manage an office, and demonstrate excellent liaison and problem-solving skills. He/she will plan and coordinate projects simultaneously and establish effective work relationships within a pressured environment.

**RESPONSIBILITIES** - Essential responsibilities and assignments include but are not limited to the following:

Identify and recruit international students to study in the District colleges.

Provide recruiting materials and related services to agencies, schools, and other resources.

Serve as liaison between the colleges and District Office regarding international student issues.

Communicate on a regular basis with District and college personnel on programmatic issues.

Coordinate and direct the programs and services for international students in the District.

Develop and implement, in coordination with college services, appropriate programs and services for international students. These programs and services include admissions policies and procedures; orientation; recruitment policies and activities in the U.S. and overseas; tutorial programs; social, cultural, and community support.

Assist college personnel who serve international students on individual college campuses.

Monitor and evaluate the various college programs and special events developed to meet the needs of international students in the community.

Assist college personnel to ensure compliance with applicable federal rules and regulations.

## **RESPONSIBILITIES** (continued)

Develop, maintain and monitor the budget for the District International Education Program.

Develop and maintain applicable files and records and prepare necessary reports for audit and validation purposes.

Provide information and refer international students to appropriate college programs and support services, such as vocational education, tutoring, counseling, orientation, admissions, matriculation, instruction, and public information.

Build and maintain effective communication with community agencies.

Serve on the District International Education Program Committee and other District committees; coordinate activities of advisory committees and attend meetings affecting international students and study abroad programs.

Train and supervise classified employees and student assistants.

Provide in-service training programs for faculty and staff to address the special needs of international students.

Explore opportunities for faculty and staff to participate in international educational exchange programs.

Coordinate the District's study abroad programs.

- Identify, recruit, and process students for the international education and study abroad programs.
- Plan, develop and organize study abroad activities in coordination with contractors, external national and international agencies, and government representatives.
- Evaluate application packets.

Perform other related duties as assigned.

## **REPORTING RELATIONSHIP**

The Director of International Education reports to the Vice Chancellor for Educational Programs and Services. He/she supervises confidential and classified staff as well as student assistants.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Principles and practices of supervision.

Federal rules and regulations pertaining to the admission and enrollment of international students, including immigration and naturalization requirements.

### Skill to:

Communicate effectively in oral and written form.

Analyze computerized and manually derived data and write appropriate reports; maintain accurate records and meet established time lines and schedules

Be sensitive to and relate appropriately with students of various ethnic and cultural populations.

Develop, administer, and monitor District budgets concerning international education programs.

Prepare and make public presentations concerning the international student program.

### **MINIMUM QUALIFICATIONS** (continued)

Train and provide supervision to hourly classified staff and student assistants, applying appropriate personnel principles and practices.

Use a microcomputer to perform word processing.

### **Education and Experience**

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

#### Education:

Master's Degree from an accredited college or university.

#### Experience:

Within the last five years, demonstrated experience in all of the following:

- Recruiting, developing, and marketing program for international students; and recruiting for international student programs either public or private sector AND
- Working with immigration and naturalization regulations AND
- Working in an educational environment AND
- Traveling internationally AND
- Working with international students or students from multi-ethnic populations AND
- Working in an educational environment AND
- Developing and/or coordinating educational or training program or related experiences

AND

Two years administrative work including budget management, which includes one year of leadership and experience in a related field.

### **DESIRABLE QUALIFICATIONS**

Participate collegially in a shared governance environment.

Be familiar with educational admissions policies and procedures.

Knowledgeable of College and community resources for international students.

Experience in/with administration of a study abroad program.

Participate in and developing staff training.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays; demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrates ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrates the ability to occasionally lift and/or move up to 15 pounds.

- Demonstrates the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.

**PHYSICAL DEMANDS** (continued)

- Demonstrates ability to input necessary data into computer terminal and/or create documents, reports, and press releases to perform the essential functions of this position.
- Demonstrates an ability to work a 40 hour work week.
- Demonstrates an ability to speak clearly and communicate with others.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.

To Governing Board 11/19/96