

# Job Description

Position Title: Director, International Programs

Job Group: Academic Affairs

Job Level Group: Director

FLSA Status: Exempt

## Position Summary:

The Director, International Programs directs strategic planning, administration and coordination of all International Programs for the College. Provides leadership for expanding international student recruitment and enrollment, study abroad programs and expanding global awareness throughout the College curriculum and campus activities. Supervises and trains international program student advisors and program managers. Develops and maintains relationships with a variety of international organizations and entities. Provides coordination, translation, and interpretation for a variety of international services. Serves as the Designated School Official (DSO) to maintain the Student and Exchange Visitor Information System (SEVIS).

1. Directs strategic planning, administration and coordination of all International Programs for the College.
2. Manages all aspects of international student recruitment including supervision of program managers, recruiters and student advisors.
3. Leads accountability for college compliance with state, national and international immigration laws and requirements for international students.
4. Plans, implements and evaluates strategic plans for recruiting international students and study abroad programs
5. In close collaboration with the Vice President of Enrollment Magement, Academic Affairs and Student Affairs, develops and implements plans to infuse global awareness throughout the College curriculum and activities.
6. Identifies, develops, and maintains on-going international relationships with a variety of organizations and entities.
7. Travels internationally to develop recruitment, study abroad, and international programs and develop international partnerships.
8. Serves as the Designated School Official (DSO) to maintain the Student and Exchange Visitor Information System (SEVIS) and ensures compliance with immigration laws.
9. Advises and advocates for international students, resolves student concerns and complaints, and provides academic and immigration services.
10. Prepares and analyzes reports regarding recruitment, enrollment, SEVIS, and international programs.
11. Monitors expenses and budgets allocations.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

## Knowledge, Skills, and Abilities:

1. Knowledge of management advising and counseling practices
2. Knowledge of regulatory compliance principles and practices
3. Knowledge and application of various instructional methodologies
4. Knowledge of business management and fiscal practices.
5. Knowledge of internal and external customer service principles and practices
5. Skill in effective communication (both written and oral)
6. Skill in positive, productive and flexible customer service
7. Ability to develop and maintain effective and positive working relationships.
8. Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results.

## Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: My position provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: My position allows me the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree in International Studies or a closely related field of study.
- Five (5) to eight (8) years of related experience with international education/recruitment required.
- Eight plus (8+) years of related experience preferred.
- Three (3+) years of supervisory experience required.
- Knowledge of a foreign language strongly preferred
- OR an equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodation may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment background check required
- National and international travel required
- Some evening or weekend work hours