

POSITION DESCRIPTION

TITLE: Assistant Director of International Education – (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The assistant director of international education is responsible for assisting in the day-to-day operations of recruitment, advising, pre-departure and return preparation of outbound students who study abroad and inbound exchange students who study at St. Mary's. In addition, this position will be primarily responsible for outreach efforts on behalf of the Office of International Education. The assistant director will work with colleagues from both St. Mary's and international partner institutions to facilitate and strengthen participation and perform administrative duties in support of the mission and objectives of the College and the Office of International Education (IE). In the absence of the IE Director, the Assistant Director will manage the day-to-day operations of the Office of International Education. Reports directly to the Director of International Education.

Receives general supervision and exercises considerable discretion and judgment in all work areas. Handles confidential and sensitive issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Responsible for day-to-day advising services to outbound students about first steps to study abroad, SMCM program offerings, application processes, pre-departure and return preparation.
- Responsible for administering day-to-day promotion and recruitment strategies and contributes to meeting recruitment goals for SMCM study-abroad programs.
- Presents regularly to students, faculty, and staff on various study abroad, culture, and other international education related topics.
- Works with IE director to design assessment tools that meet College-wide requirements and facilitate strategic planning and setting priorities for the office.

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- Responsible for maintaining updated program materials (i.e., applications, information packets, etc) and managing mechanisms for distribution of these materials.
- Researches and creates resources for pre-departure and re-entry programming for both students and faculty.
- Responsible for assisting IE director and SMCM program directors in coordinating and managing logistical arrangements for implementation of SMCM study-abroad program.
- Responsible for verification process to ensure that students meet SMCM program requirements.
- Responsible for coordinating a re-entry program for all return study abroad students.
- Assists with coordinating events on campus (eg. International Week).
- Works with the Experiencing International Education Fellow to develop the above skills.

MINIMUM QUALIFICATIONS:

- Education: B.A. required., M.A. preferred
- Experience: Two or more years of professional advising in an international education setting; experience studying or working abroad for a minimum of one semester; knowledge of a foreign language; appreciation for the value of international education and experiential learning; experience with promotion and outreach; intermediate to advanced knowledge of Microsoft computer software (i.e., Word, Excel, Publisher, and web applications).
- Strong verbal and written communication; public speaking skills a must
- Ability to work independently and as a member of a team; ability to work collaboratively and effectively with diverse groups among students, faculty, and staff; outstanding organizational skills with an attention to detail, ability to multitask and thrive in a fast-paced environment; and commitment to student development, student learning, and promoting an understanding of the value of diversity in the College community.
- Must have a valid driver's license and driving record that can be certified to drive State vehicles.
- Evening and weekend hours will be required on a limited basis. Some domestic and international travel possible.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.