TITLE: 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:

Reporting to the Provost and Dean of Faculty (or his/her designee), the Director of International Education is responsible for the activities and operations of the study abroad and foreign exchange programs. Serves as a liaison for academic support services critical to the international experience of out-bound and in-bound students. Provides leadership to the development of new programs and monitors the effectiveness of the international programs.

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 and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.

- Promotes best practices in the field of international education to SMCM administration leadership and faculty and works to ensure that SMCM institutional policies follow these best practices.

- Contributes to developing a greater understanding of global citizenship throughout the campus community in the areas of academic offerings, curriculum, educational and social programming, and international study opportunities.

- Markets the importance and value of international education experiences to students and faculty incorporating efforts to further develop appreciation for cultural diversity and empathy.

- Establishes and maintains close relationships with faculty leaders and oversight committees that intersect with the international programs.

- Develops and maintains appropriate health and safety guidelines for long-term international programs and sets expectations for student participation.

- Develops and nurtures partnerships between SMCM and both foreign universities and third-party program providers, and implements and monitors the resulting collaborative efforts.
• Provides knowledge and leadership to students on F-1 student visas and serves as the College’s primary designated school official.

• Supports the faculty with the development of international study tours to include the study tour approval process, the promotion of financial viability, the administration of health and safety requirements, and the development of an emergency response plan.

• Monitors the academic support services for SMCM out-bound students enabling these students to incorporate credit-earning opportunities away from SMCM into their degree program.

• Monitors academic support services for in-bound international students and National Student Exchange students as they are attending SMCM through the College’s exchange partnerships.

• Provides support to the assessment of outcomes for the international programs.

• Administers and maintains the management of data processes from inquiry, application, acceptance notification, and through participation.

• Supervises administrative staff, student and work-study employees.

• Manages financial priorities and budget for International Education.

• Collaborates with students, faculty, and administration to achieve the College’s goals for International Education: to make available to students opportunities and overseas resources not available on campus; deepen understanding of other societies and cultures, and consequently one’s own; cultivate appreciation of diversity; encourage international friendships; foster leadership development; develop educational, career and/or professional opportunities.

MINIMUM QUALIFICATIONS:

• Education: Master’s degree preferred.

• Experience: Demonstrated experience as an international education professional.

• Technical: Demonstrated experience with data management processes in international education.

• 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.