

POSITION DESCRIPTION

TITLE: Assistant Director of International Education – (Contingent)

Collective Bargaining - Ineligible - Contingent

Contingent positions are not eligible to participate in collective bargaining.

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 coordinating and managing logistical arrangements for the implementation of SMCM international and globalization-at-home custom programs. Serve as the primary contact person for faculty and staff regarding custom program development, including but not limited to choosing provider organizations, reviewing proposals, coordinating logistics, conducting risk management, presenting pre-departure orientation and leader preparedness workshops, advising and recruiting, re-entry programming, and program assessment.
- Responsible for maintaining updated program materials (i.e., applications, promotional materials, information packets, etc) and managing mechanisms for distribution of these materials.
- Manages provider relationships, contracts and may perform some fiscal duties for the dedicated portfolio of programs.
- Responsible for day-to-day recruitment strategies, student advising and application support, within a dedicated portfolio of SMCM's study abroad and away program list.
- Represents the Office's mission, goals, and programs and presents to internal and external parties.
- Works with the Office's Director to design assessment tools that meet College-wide requirements and facilitate strategic planning and setting priorities for the office.

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- Assists with coordinating recruitment and pre-departure events on campus.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree in International Education Management, International Relations, Student Affairs, Higher Education, International Studies, or other related fields is required; Master's degree in a related field is preferred.
- Experience: Having lived abroad either for work or study is a must. Candidate should have at least three years' experience working in a field related to travel and/or study abroad, with five years of experience preferred. Previous experience with faculty-led and/or custom program management is required, and student advising experience is preferred.
- Basic conversational proficiency in a language other than English and demonstrated intercultural competency is a plus.
- Strong presentation skills.
- Demonstrated experience with international and/or intercultural program development, coordination, implementation, and assessment.
- Confidence working independently and collaborating within a team, and the ability to work under pressure in a constantly changing environment.
- Excellent organizational skills, with an eye to improving process efficiencies and excitement for building policies.
- The ability to communicate effectively and in a timely fashion, both verbally and through written communication with diverse groups of institutional partners, faculty, students, and other stakeholders is essential.
- Knowledge of Microsoft Office (including Word, Excel and Publisher) and Google Workspace is required. Experience with IE- or travel-related software (Via TRM, Salesforce, Terradotta, SEVIS, etc.) is preferred.
- Familiarity with managing detailed program budgets and fiscal processes is required.
- Valid driver's license and driving record that can be certified to drive State vehicles are required.
- Occasional evening and weekend hours will be required. Some domestic and international travel is possible on a limited basis.
- 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.