

DIRECTOR OF INTERNATIONAL PROGRAMS AND SERVICES
(Classified Management – B6)

General Description

Under the direction of the Associate Vice President, Student Services, the Director of International Programs and Services provides leadership and administration for the recruitment and support of international students involved in the College's credit and non-credit offerings; oversees the staff and operations of the Office of International Programs and Services; supports the work of other staff and faculty, as appropriate, in programs and projects related to the international education goals of the College; and is responsible for all legal and reporting requirements related to the enrollment and attendance of international students.

Duties and Responsibilities

- Oversee and direct the staff of the Office of International Programs and Services.
- Supervise the International Students Advisor.
- Plan and execute a vigorous recruitment program to attract and enroll international students into the College's credit and non-credit programs.
- Assist in the development and support of programs and services that will attract and serve international students. Assist in writing grants to support international programs and services.
- Serve as Principal Designated School Official (PDSO) for F-1 SEVIS program, including issuance of initial and other I-20 forms, reporting as required by the U.S. Government on F-1 students and dependents, and maintenance of associated records.
- Serve as responsible Officer for J-1 Exchange Visitor (EV) program, including issuance of initial and other DS-2019 forms in SEVIS, reporting as required by U.S. Government on J-1EV's and their dependents, and maintenance of associated records.
- Advise international students and exchange visitors on related immigration regulations and requirements, as well as other U.S. and State Government regulations.
- Provide support for the work of faculty and staff related to the international education goals of the College, including grants development, study abroad, and educational and cultural exchange programs.
- Assist the College Council and its Task Force on International and Multicultural Education with strategic planning, budgeting, and institutional coordination of related programs and services.
- Represent the College and participate in regional, state, and national organizations and conferences as appropriate.

Minimum Qualifications

- An earned baccalaureate degree or equivalent from an accredited institution.
- Demonstrated knowledge of and experience in international programs and services.
- International travel experience.
- Demonstrated effectiveness relating to students from diverse ethnic, cultural, and linguistic backgrounds.
- Evidence of effective management and communication skills.

Desired Qualifications

- Demonstrated success in the recruitment and provision of services to international students in college programs.
- Three years experience with administration and development of international programs and services at the college level.
- Knowledge of immigration services, regulations, and reporting requirements governing international students at the college level.
- Demonstrated success in grant writing.
- College level teaching, counseling, or student services experience.
- Proficiency in foreign language(s).

jmr/International Programs and Services Director/5-06