

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Director, International Student Program

Department: Student Affairs

Location: EVC or SJCC

Date: 7/15/2020

POSITION PURPOSE

Under general direction of the Vice President of Student Affairs or assigned administrator, the Director of International Student Program is responsible for planning and implementing international enrollment management strategies that ensure international enrollment growth, diversity and an increasing non-resident revenue stream. This position serves as the primary International Officer of the college, providing leadership for comprehensive college-wide international services and initiatives, evaluating programs and strategic partnerships.

NATURE AND SCOPE

The Director of International Student Program is responsible for the overall administration, supervision and coordination of all aspects of the international student program for the college, and is responsible for the supervision of assigned personnel, office operation, related strategic initiatives, recruitment or compliance reports, and other duties assigned by the supervisor.

KEY DUTIES and RESPONSIBILITIES

1. Plan, organize, and direct the activities of the International Student Program Department; direct enrollment management, recruitment and student retention activities for the College.
2. Recommend instructional and procedural general policies related to international education. Implement workshops and summer program activities for the International Student Program.
3. Develop and implement a strategic business marketing plans to target audiences and specific international markets.
4. Develop and maintain partnership with external entities to attract qualified international students.
5. Work closely with academic divisions to develop and formalize international institutional partnerships and faculty exchange.
6. Work collaboratively with faculty and other departments including ESL, Tutorial Center, and Career Transfer Center to ensure a smooth transition and provide a positive educational experience for current and prospective international students.
7. Support creating job opportunities for international students under federal guidelines. Serve as liaison to community organizations, business and industry to promote the program and service.
8. Serve as Designated School Official (DSO) for F-1 SEVIS program; issue I-20 and other federal forms; submit reports as required by federal law relating to international student and faculty exchange programs; maintain related records.
9. Initiate and coordinate job readiness workshops and enrichment activities to provide college wide support for the International Student Program.

10. Develop and manage the budgets for International Student Program. Identify and prioritize the program's needs and strategically allocate resources.
11. Participate in outreach events aimed at increasing the College's international student enrollment, and conduct recruitment travel overseas as necessary.
12. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.
13. Participate in and complete program review and student learning outcomes for assigned program.
14. Assess students and continuously monitor their progress using appropriate data tracking and research tools. Provide regular reports to the Vice President on the progress and success of students.
15. Attend National Association of Foreign Student Advisors (NAFSA) workshops and seminars to ensure a thorough knowledge of current immigration rules and regulations regarding international student admissions; update staff on current procedures.
16. Provide technical expertise, information and assistance to the Vice President regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
17. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Higher education and student services in California community colleges.
2. Current USCIS and DHS laws and regulations.
3. International agencies and institutions that assist international students and exchange program.
4. Effective sales and marketing strategies.
5. Immigration regulations and compliance requirements.
6. Budget preparation and control.
7. Risk management issues pertaining to faculty and students traveling abroad.
8. Interpersonal communication skills using tact, patience, and courtesy.
9. Modern office practices and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
10. Principles of supervision, training and performance evaluation.

Skills and Abilities to:

1. Coordinate and oversee the daily operations and activities of the International Student Program department.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Interpret and apply administrative policies and procedures as well as pertinent laws, regulations, and ordinances.
4. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
5. Present a positive image of the College in the community.
6. Recruit, train, supervise, and evaluate personnel.
7. Plan and organize work to meet schedules and time lines.
8. Work independently with little direction.

Education and Experience:

1. Bachelor's degree from an accredited institution in accounting, business administration, international relations or related field.
2. Three years of experience working in an International Student Program with extensive international student recruitment.
3. Experience working with overseas educational advising partners or agents.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Working Conditions:

1. Typical office environment.

Approved: 7/14/2020
Salary Range: M-23
EEO Category: 2B1- Executive/Administrative/Managerial