Director, International Programs

FLSA Status: Exempt
Pay Grade: 23
Job Title ID: 20551
Job Series/Job Family: Workforce Education & Business Development Series / International Programs Family

Reports To

Provost/Executive Vice President

Job Purpose

Provides leadership and management of the International Programs Office including program planning, development, oversight of budgets.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Facilitates development and implementation of policies and procedures for study abroad and exchange programs.
2. Facilitates and acts as primary point-of-contact for approved visiting international groups.
3. Directs the International Programs Office including program planning, development, and oversight of budgets.
4. Hires, supervises, trains, and evaluates International Program staff.
5. Coordinates and facilitates faculty and student "study abroad" programs.
6. Identifies and prepares grant funded proposals for international initiatives.
7. Coordinates and facilitates student/faculty agreements with selected foreign colleges and universities.
8. Evaluates current International education program curriculum; facilitates the development and integration of courses into the general curriculum
9. Establishes and maintains professional networks with related local, state, national, and international organizations and agencies.
10. Facilitates internal and external marketing and program information
11. Collaborates with representatives from foreign colleges, universities, and organizations for special projects or programs as required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Current issues and best practices relating to international education.
- International program planning and development.
- International education program curriculum.
- Study abroad and exchange programs.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, with flexibility as required.

- Effectively using interpersonal and communications skills, including tact and diplomacy, and working with individuals from different cultures.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Identifying and preparing grant funded proposals in relation to international initiatives.
- Facilitating articulation agreements and study abroad programs.
- Collaborating and networking with representatives from foreign educational institutions and organizations.
- Making professional public presentations.
- Preparing budgets and monitoring the disbursement of funds.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Three years work experience coordinating or directing international programs, including one year supervisory work experience.

Preferred

- Supervisory experience in a complex program environment. Community College teaching experience.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree in International Studies or related field.

Other

Preferred

- Experience living or working internationally. Knowledge of the US and international higher education systems.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.