

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, INTERNATIONAL STUDENT PROGRAM

BASIC FUNCTION

Under the direction of the Dean, Student Support Programs and Services, plan and direct the International Education Program and Intensive English Academy; train, supervise and evaluate the performance of assigned staff; provide campus-wide leadership to the International Education Program.

REPRESENTATIVE DUTIES

1. Develop, implement, manage, evaluate and monitor services provided international students; evaluate existing services and create new programs as appropriate. *E*
2. Develop and monitor the International Education Program and Intensive English Academy budgets; monitor spending and process purchase requests in accordance with Program standards. *E*
3. Serve as Principal Designated School Official (PDSO) for SEVIS. Coordinate all SEVIS related activities for the campus; maintain SEVIS database for F-1 students; ensure district compliance with immigration regulations; serve as immigration advisor for international students, as needed. *E*
4. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate. Plan, coordinate and arrange for appropriate training of subordinates; assign projects and monitor project to conclusion. *E*
5. Coordinate and administer recruitment of international students including international recruitment travel; development of marketing materials for the program;. *E*
6. Oversee the admission of international students; explain, interpret and apply immigration regulations for admission and enrollment of international students.
7. Develop recruitment sources for international students; make arrangements with new recruiters; establish and maintain relationships with recruitment agencies; educational institutions and governmental organizations.
8. Coordinate the delivery of counseling services to international students regarding personal, academic and immigration matters. *E*
9. Administer the Intensive English Academy including management of budget, coordination of staffing, overseeing curriculum development, implementation of student services and program evaluation, development of recruitment activities. *E*
10. Prepare reports as required by the College relating to the International Education Program including budgets, enrollment, new student lists, agency audit and others. *E*
11. Meet with other College personnel to coordinate activities of the International Education Program. *E*
12. Serve as liaison between international students, administration, faculty coordinate workshops for interested parties. *E*
13. Monitor the international student housing program; monitor overall operation of host family program. *E*
14. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
15. Seek and participate in professional development activities. *E*
16. Maintain currency on international education programs, laws, regulations and guidelines. *E*
17. Maintain necessary files related to the International Education Program.
18. Coordinate cultural events, field trips and meetings; serve as international student advisor for students.
19. 18 Attend meetings and conduct a variety of meetings as assigned.
19. Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: International education programs, operations and procedures; multi-cultural issues and communication; immigration regulations as they pertain to the F-1 visa including specific experience with SEVIS functions; federal regulations, marketing, promotion and public relations techniques; principles and practices of administration, supervision and training; budget preparation and oversight; modern office practices and procedures; record

keeping techniques; operation of a computer terminal and assigned software; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

Ability to: manage the daily operation of the International Education Program and Intensive English Academy; interact with individuals from various cultures and backgrounds; prepare and monitor a budget; perform required SEVIS functions; operate a computer terminal and assigned software; communicate effectively both orally and in writing to exchange information; prepare comprehensive reports; communicate policies, guidelines, regulations and laws to staff, students and public; prioritize and schedule work; meet schedules and time lines; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of student records; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; train and provide work direction to others; work independently with little direction; sit for extended periods of time; bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE

Bachelor's degree required, Master's preferred, and three (3) years increasingly responsible experience with a complex program including at least two (2) years involving international student education programs or a related student services program.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements. U.S. Citizenship or Permanent Residency is required to serve as Principal Designated School Official (PDSO) for SEVIS.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. International travel is required. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Classified Supervisor

E: Essential functions of the job.

Approved
Leadership VII