

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, INTERNATIONAL EDUCATION

BASIC FUNCTION

Under the direction of assigned Dean, the Director of International Education has primary responsibility for administering all aspects of international education for the District. This includes the International Education Program, Intensive English Academy, and study abroad programming. The Director is the Department of Homeland Security's Primary Designated School Official for the District.

REPRESENTATIVE DUTIES

Essential Functions:

1. Develop and monitor services provided to international students; evaluate existing services and create new programs as appropriate.
2. Develop and monitor the International Education Program budget; monitor spending and process purchase requests in accordance with District standards.
3. Serve as the District's Principal Designated School Official (PDSO). Coordinate all SEVIS related activities; maintain SEVIS database for F-1 students.
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 them to conclusion.
5. Direct international admissions processes including application review, applicant and stakeholder communications, initial course registrations, and comprehensive orientations.
6. Develop and implement comprehensive international recruitment plans.
7. Represent the District internationally and domestically among international students and their influencers including counselors, parents, agents, government officials, and other institutional representatives
8. Develop and maintain international enrollment agreements with overseas institutions and regional English language schools.
9. Manage and grow portfolio of international recruitment agencies.
10. Coordinate the delivery of counseling services to international students regarding personal, academic and immigration matters.
11. Oversee District's study abroad programming including faculty-led programs and participation in the Southern California Foothills Study Abroad Consortium.
12. Direct operations for the Intensive English Academy including program budgeting, staffing, curriculum development, student services, program evaluation, and overseas recruitment activities.
13. Prepare international programming reports as required by the District including program reviews, enrollment summaries and forecasts, agency audits, and others.
14. Collaborate with other District personnel to coordinate activities of the International Education Program.
15. Serve as liaison between international students, administration, faculty and recruitment agencies; advise faculty and staff on best practices in serving international students.
16. Monitor the international student housing program; monitor overall operation of host family program
17. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year.
18. Seek and participate in professional development activities.
19. Maintain expertise on international education programs, regulations, guidelines and best practices

Other Duties:

20. Maintain necessary files related to international programming.
21. Coordinate outreach activities including cultural events and field trips.
22. Host visiting international delegations.
23. Attend meetings and conduct a variety of meetings as assigned.
24. Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: international enrollment management; international recruitment practices; multi-cultural issues and

communication; federal regulations as they pertain to the F-1 visa including specific experience with SEVIS functions; all aspects of study abroad program management; 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 operations of international education programming; 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; travel extensively overseas, sit for extended periods of time; bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE

Possession of a master's degree; and

One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

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

Educational Administrator

Approved 08/2005

Leadership Range 9