Director of International Programs

Cascadia Community College has earned a national reputation for excellence, with an integrated learning model and more than 70% of its students moving on to four-year programs. Co-located on a campus with the University of Washington Bothell, approximately 18 miles northeast of Seattle, Cascadia is currently seeking an innovative, collaborative, and dynamic individual for the position of Director of International Programs. Cascadia exempt employees enjoy 24 days of annual paid vacation (accrual based) and a personal leave day, summer work schedules with a 3-day weekend, a portable retirement package, tuition waivers, and other excellent benefits packages.

The successful applicant will have the following qualifications:

Minimum Qualifications

- Bachelor’s degree in education, counseling or a related field.
- Five (5) years of full-time professional experience in international programs and/or education or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Supervisory experience.

Preferred Qualifications

- A Master’s degree in student development, college student personnel, educational administration, business or a related field.
- Broad understanding of international education in higher education.
- Cross cultural experience, experience working or studying abroad.
- Experience recruiting international students.
- Planning experience such as budget, recruitment or business plans development.
- Experience in developing business or academic partnerships.
- Experience working with faculty and academic leadership.
- Foreign language fluency.
- Experience using Student and Exchange Visitor Information System (SEVIS).
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment.

Application Procedure: Applicants must submit the following for a complete application:

- Cascadia Community College application form (click here)
- Cover letter (not to exceed two pages) that specifically addresses how applicant qualifications and experiences meet the minimum qualifications, preferred qualifications and the characteristics of the position.
- Resume
- Federal and State Reporting Form (optional)

For priority consideration, complete application packets must be received by the priority date of Friday, March 22nd, 2013 by 5 pm.

Application submissions should be sent to applicant@cascadia.edu; please type in the subject line of the email “Dir. IP” Faxed, mailed, and delivered applications to Human Resources will not be accepted. Application materials become the property of Cascadia Community College.

For questions related to this position, please email applicant@cascadia.edu.

Corrected or extended notices for this recruitment will be posted on the College’s website (www.cascadia.edu/employment).

Cascadia Community College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex and/or gender, sexual orientation, national origin, citizenship status, age, genetic information, marital or veteran status or the presence of any sensory, mental or physical disability, and is prohibited from discrimination in such a manner by college policy, state law and federal law. Persons with disabilities needing assistance in the application process may make requests to the Human Resources Director by calling (425) 352-8880.

In recognition of the Jeanne Clery Act, information on our campus safety can be found at www.uwb.edu/safety.
**Director of International Programs**

<table>
<thead>
<tr>
<th>Full or Part-Time:</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Status:</td>
<td>Overtime Exempt</td>
</tr>
<tr>
<td>Duration:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Salary:</td>
<td>$72,500.00 Annually</td>
</tr>
<tr>
<td>Supervising Position:</td>
<td>Vice President for Administrative Services</td>
</tr>
<tr>
<td>Union Representation:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Position Summary:**

The Director of International Programs reports directly to the Vice President. This position supervises two Assistant Directors including conducting performance evaluations, assigning and reviewing work, taking disciplinary actions, and approving time-off. This position works frequently with students, faculty and staff, and order community constituents. The Director leads the college’s international program and oversees international recruitment, admissions and student services. The Director collaborates with all areas of the college to internationalize the campus and works closely with academic administration and faculty to develop a strong English Language Program. The position is charged with developing and implementing strategies for increasing international enrollment while ensuring that international students have a high quality experience, such strategies shall directly address the internationalization of the campus.

The Director travels as necessary to represent the College internationally. Recruit students and supervises the personnel and operations of the program. Administers the budget for the program. Serves as a member of the department's leadership team.

**Essential Duties and Responsibilities:**

- Collaborates with stakeholders to create plans to support the growth and development of International Programs, including, but not limited to business plans, budgets, staffing plans, marketing plans, recruitment plans, student engagement and internationalization plans. Manages implementation of plans.  
  **Frequency:** 15% Quarterly

- Supervises staff by prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures and, making hiring, termination, and disciplinary decisions.  
  **Frequency:** 20% Weekly

- Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the department at campus meetings and conferences; and serves as a liaison between departments, external organizations, overseas agents, the general public, and other agencies. Collaborates with all areas of the college to internationalize the campus.  
  **Frequency:** 15% Daily

- Develops, implements, and evaluates departmental programs, procedures, strategies and goals; and maintains, updates, and ensures procedural and regulatory compliance of programs.  
  **Frequency:** 20% Weekly

- Represents the College overseas, recruits students, and develops partnerships with international agents, educational institutions, governmental agencies and other partners. Travel as necessary.  
  **Frequency:** 20% Monthly
• Works with academic administration and faculty to develop and support an effective English Language Program.  
  5% Monthly

• Advises current and potential students, faculty, and staff on various immigration-related matters, visa status, academic equivalency, and other federal and state regulations.  
  5% Daily

• Performs other duties of a similar nature or level.  
  As Required

**Position Description:**

The following have been identified as essential functions of the position. Essential functions are those tasks or functions of a particular position that are fundamental to the position.

**Program Development**

• Oversee the operations of the International Programs Office, providing support to students, faculty and staff.
• Regularly review and modify plans to guide the development of international programs.
• Collaborate with academic administration and faculty to deliver an effective English Language Program.
• Develop new programs as appropriate, such as short term contract education programs targeted to international students.
• Advocate for international students among campus and community constituencies, collaboratively lead campus internationalization efforts.
• Represent International Programs on campus and community committees.
• Manage SEVIS reporting and ensure the College’s compliance with federal and state regulations.
• Serve as a resource to college committees engaged in internationalization efforts, including Study Abroad.

**Marketing and Recruitment**

• Oversee the development and implementation of recruitment plans, actively recruit international students through the use of international visits, partnerships, exchange programs, written communication, etc.
• Oversee the development of marketing plans and associated development materials designed to promote the college to its potential international student constituencies, including print publications, videos, websites, social media, promotional collateral etc.
• Develop and maintain partnerships with governmental agencies, international schools, etc. to expand international student enrollment and study abroad opportunities for domestic students.
• Represent the college and the international student program at community events.
• Promote study abroad programs.
• Serve as a liaison between the International Programs Office and administration, faculty, and staff.

**Supervision**

• Assess organizational structure and modify as necessary to support the delivery of services and the development of International Programs.
• Supervise, train, and provide leadership for Assistant Director of International Programs and full-time Assistant Director of International Marketing.
• Hire, train and provide leadership for additional program staff.
Financial

- Provide budgetary planning, organization, and leadership for the International Programs Office.
- Ensure compliance with appropriate federal, state and college accounting rules and regulations.
- Achieve the financial goals of the International Programs business plan.

Other

- Perform other duties as assigned.

**Education and Experience:**

**Minimum Qualifications**

- Bachelor’s degree in education, counseling or a related field.
- Five (5) years of full-time professional experience in international programs and/or education or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Supervisory experience.

**Preferred Qualifications**

- A Master’s degree in student development, college student personnel, educational administration, business or a related field.
- Broad understanding of international education in higher education.
- Cross cultural experience, experience working or studying abroad.
- Experience recruiting international students.
- Planning experience such as budget, recruitment or business plans development.
- Experience in developing business or academic partnerships.
- Experience working with faculty and academic leadership.
- Foreign language fluency.
- Experience using Student and Exchange Visitor Information System (SEVIS).
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment.

**Licensing Requirements**

*(positions in this class typically require)*

- Designated School Official (DSO) status as approved by the Bureau of Citizenship and Immigration Services (BCIS) or ability to obtain status.
Required Knowledge, Skills and Abilities:

Knowledge, Skills, and Abilities:

Knowledge of:
- Program development and administration principles and practices;
- International Program operations and functions;
- International recruiting practices;
- Immigration regulations and practices;
- Supervisory principles;
- Strategy development principles and procedures;
- Applicable federal, state, and local laws, rules, and regulations;
- Project management principles;
- Budget administration principles;
- Customer service principles; Public relations principles.

Skill of:
- Prioritizing and assigning work;
- Sales;
- Using computers and related software applications;
- Managing projects;
- Managing multiple priorities simultaneously;
- Developing, communicating and applying policies and procedures;
- Resolving conflict;
- Preparing and administering budgets;
- Managing change and sensitive topics;
- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, large groups etc. sufficient to exchange or convey information and to receive work direction.

Ability to:
- Build and foster communication and teamwork by maintain a positive, cooperative and productive work atmosphere;
- Supervising and mentoring employees;
- Using diplomacy to effectively manage interpersonal relationships with diverse personalities;
- Effectively communicating information in a clear and understandable way, both verbally and in writing.
- Developing business or academic partnerships;
- Ensuring compliance with applicable federal, state, and local rules and regulations;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
Physical Work Environment:

Position in this class typically require: keyboarding, talking, hearing, seeing, and repetitive motions. Work is performed at the Cascadia Community College campus and in a variety of local settings.

Exerting between 10-30 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body.

Ability to travel internationally is required. Including ability to carry own luggage and marketing materials during transit from point of departure to destination and back again.

Condition of Employment:

Cascadia Community College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia Community College employees must be able to successfully work in and promote a multicultural and diverse work and educational environment.

NOTE:

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

__________________________________________________________  ______________________
Employee                                      Date

__________________________________________________________  ______________________
Supervisor                                   Date