

Position Classification Description

Position Class Code / Title: G7088 / Mgr,International Education

Recruitment Tier: Tier 1

FLSA: Exempt

Grade: 14

Summary

In support of the University's global education goals, manages and oversees the day-to-day activities of an international education program(s). Serves as a member of the leadership team within the Global Education Office. Supervises international education personnel and ensures services support the goals of international education programs, projects, and initiatives. Ensures adherence to complex and evolving international regulations. Represents the institution internationally and promotes internationalization throughout the University.

Duties and Responsibilities

1. Oversees all operations for a defined or set of defined international education programs and initiatives designed to serve international students and scholars and/or domestic students studying abroad.
2. Participates in the establishment, organization and implementation of short- and long-range goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness and effects changes required for improvement.
3. Develops and oversees current and new programs that promote the University's global education goals; identifies funding sources and develops grants and other funding initiatives.
4. Supervises personnel, which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation and problem resolution.
5. Oversees the implementation and operation of U.S. government Student and Exchange Visitor Information System (SEVIS) at the University; oversees the issuance of non-immigrant documents and maintenance of accurate student records.
6. Ensures compliance with federal regulations, to include interpretation and application of various complex and evolving international regulations, affecting multiple components of the University's operations.
7. Monitors and evaluates program effectiveness; develops policies, procedures, and standards for assuring the health and safety of participants in international travel.
8. Serves as Campus Security Authority as outlined by the Clery Act.
9. Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- Bachelor's degree; at least 5 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

Knowledge, Skills and Abilities Required

- Exceptional interpersonal skills and the ability to interact and work effectively with administrators, academic leadership, faculty, students, community leadership, public officials, funding agencies and members of the community at large.
- Ability to establish, develop, and implement processes and procedures that align with University goals and objectives, industry standards, and best practices.
- Skill in organizing resources and establishing priorities.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to foster a cooperative work environment.
- Ability to develop, plan and implement short- and long-range goals.
- Skill in budget preparation and fiscal management.
- Ability to identify and secure alternative funding/revenue sources.
- Ability to negotiate partnerships, as well as foster and maintain relationships with internal and external constituencies.
- Program evaluation and outcomes assessment skills.
- Knowledge of best practices in advising and providing services for international students, schools, and international study programs.
- Knowledge of health, safety and liability issues involved with planning and administering international programs.
- Knowledge of US government regulations and policies regarding international students and scholars, and experience J and F visa programs.
- Knowledge of student records systems and US government SEVIS program.
- Knowledge of academic, personal, and other adjustment issues for students and faculty dealing with and/or living in foreign cultures.

Distinguishing Characteristics

Position requires: a) management of the day-to-day activities of an international education program/set of international education programs, b) participation as a member of the Global Education Office's leadership team, c) evaluation of programs and offerings to ensure quality of service and compliance with federal regulations, d) supervision of international education personnel.

Working Conditions and Physical Effort

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.