

Position Classification Description

Position Class Code / Title: G5088 / Supv,International Edu

Recruitment Tier: Tier 1

FLSA: Exempt

Grade: 13

Summary

In support of the University's global education goals, supervises and coordinates the day-to-day activities of an international education program(s) within the Global Education Office. Oversees and coordinates the work of international advisement personnel and provides guidance and direction to lower-level staff. Participates in the development of programs and initiatives that meet the University's international education program objectives. Represents the program to internal committees and external agencies.

Duties and Responsibilities

1. Serves as the first point-of-contact for lower-level international education advisors regarding complex issues related to participation in an international education program and/or regulatory compliance; evaluates research regarding complex and evolving international regulations and ensures appropriate interpretation of requirements.
2. Supervises personnel which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation and problem resolution.
3. Coordinates and schedules program activities, to include scheduling and coordinating the work of lower-level specialists, providing functional direction and guidance, and resolving operational and administrative problems.
4. Participates in the development, design, and planning of international education programs and initiatives designed to support the University's global education goals.
5. Assists with the planning and development of strategies for generating resources and/or revenues for the program; may prepare, review and/or submit contract and/or grant proposals and participate in monitoring activities for compliance to contract/grant specifications.
6. Maintains databases, researches information, compiles statistics, and gathers and computes data, as required; prepares special reports, summaries, and/or replies to inquiries from internal and external constituencies.
7. Supports unit manager(s) by serving as a secondary point-of-contact for internal and external constituencies regarding operational and/or administrative activities of the program(s).
8. May specialize and/or conduct research in areas specific to the population of interest.
9. Serves as Campus Security Authority as outlined by the Clery Act.
10. Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- Bachelor's degree; at least 3 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

- Ability to use independent judgment, analyze and solve problems, and manage and impart confidential information.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to coordinate, schedule and evaluate the work of personnel to ensure quality of service to students.
- Skill in organizing resources and establishing priorities.
- Ability to analyze processes and make recommendations for improvements.
- Effective collaboration with a wide range of constituencies in a diverse community.
- Knowledge of grant funding policies and procedures and the applicable local, state, federal and university regulations.
- Ability to deliver effective presentations to large and small audiences.
- Ability to develop and deliver programs, workshops, and related presentations that meet student needs.
- Demonstrated ability to learn and adapt to changes in federal, state, and local regulations, which may be complex in nature.
- Ability to comply with stated regulatory procedures.
- Knowledge and understanding of legal provisions and institutional responsibilities associated with non-immigrants.
- Current knowledge and understanding of relevant laws and regulations pertaining to individuals holding non-immigrant visas.
- Knowledge and understanding of legal provisions and institutional responsibilities associated with constituent population and ability to engage in complex problem solving.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

Distinguishing Characteristics

Position requires: a) supervision and coordination of day-to-day operations of an international education program under the Global Education Office b) resolution of escalated issues and concerns related to program activities, c) provision of functional guidance to lower-level personnel, d) participation in program development and identification of resources and/or funding for program activities.

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.