



**Office of Human Resources
Job Description**

Director, International Development

Position Profile:

Under the general direction of the Vice President, Enrollment Development, the Director is responsible for the strategic expansion and development of international partnerships, contracts as well as implementation of academic programming.

Primary Duties and Responsibilities:

(Examples of key duties are interpreted as being descriptive not restrictive.)

- Provide programmatic direction and management of international contract development for academic programs;
- Travel extensively, both internationally and domestically, on behalf of the District;
- Understand curriculum and programmatic dynamics; to translate academic offerings into program proposals based on the opportunities presented by the needs of external partners;
- Develop policies and strategies for strategic international partnerships which will lead to academic programs for international students;
- Advise the District in the development of future partnerships and follow up on the specific actions necessary to execute the development of international contracts;
- Work collaboratively to support and inform the design and implementation of an international development strategy that meets the priorities of the District and key international partners;
- Ensure that International Development projects and programs benefit the academic interests of the District and its international partners;
- Work collaboratively and cooperatively with faculty, staff and administration to create viable academic programs and models;
- Represent the college domestically and abroad;
- Manage relations with international partners relative to ongoing work and future planning of credit-bearing educational programs delivered domestically and abroad;
- Provide statistical data and enrollment trends, models, and best practices to improve and grow programs;
- Communicate effectively with administrators, faculty staff, students and the public;
- Participate in participatory governance management and administrative committees as assigned;
- Perform other administrative duties as assigned.

Qualifications:

Must possess a Master's degree from an accredited college or university in a discipline related to the administrative assignment and have at least one year of relevant work experience in an academic or not-for-profit setting.

Personnel Management:

Does not supervise staff initially; support staff will be added as the program grows.

Knowledge, Skills, and Abilities:

- Ability to effectively perform the duties and responsibilities of the position;
- Possess excellent written and oral communication skills;
- Knowledge of federal laws that impact the continued enrollment of foreign students;
- Skill and ability to relate and work with people and systems from diverse cultures and bureaucracies;
- Ability to create a safe, collegial environment for international students;
- Ability to create financial models in an academic or not-for-profit business setting;
- May require up to 40% or more of travel, depending upon the needs of the District;
- Ability to speak a second language, highly desirable;
- Ability to think entrepreneurially in an academic setting for the good of the District and its students.