



**Office of Human Resources
Job Description**

Title: ASSOCIATE DEAN, INTERNATIONAL EDUCATION

Position Profile:

Under the immediate direction of the Dean of International Education, the Associate Dean of International Education is responsible for assisting in the development and leadership of all international programs.

Primary Duties and Responsibilities:

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

- The Associate Dean, International Education will be responsible for the development and direct supervision of current short-term education and training grant programs and summer bridge programs, in coordination with appropriate academic departments;
- Coordinates admission and retention functions for students;
- Assists with the development and implementation of recruiting strategies, admission policies, and retention policies for F-1 visa students;
- Coordinates international student housing and support services including orientation, graduation, transfer and immigration activities;
- Provides input into marketing materials and communication pieces for international students;
- Develops and implements international student communication plan;
- Provides counseling for students regarding financial, immigration, and personal issues;
- Provides leadership and direction as a member of the international education management team:
- In cooperation with the immigration coordinator, oversee the non-immigration issues for F-1 visa students;
- Keeps abreast of immigration and other applicable laws and regulations affecting international students;
- Responsible for collection and monitoring of international student fees;
- Directly supervises counseling faculty and large support staff;
- Performs other administrative duties as assigned.

Skills, Knowledge, and Abilities:

- Knowledge of applicable federal and state laws and District policies and regulations;
- Skill and ability to gain consensus among people with diverse views and interests;
- Knowledge of current principles, trends, research and development in area of responsibility;
- Knowledge of and the ability stay current with the governmental regulations and laws that relate to the assignment;
- Ability to effectively perform the duties and responsibilities of the position;
- Ability to organize and lead people;

- Ability to prepare and manage a complex budget;
- Ability to communicate effectively orally and in writing;
- Ability to work successfully in an atmosphere of collegial decision making.

Education & Experience:

- Master's degree or equivalent from an accredited institution and 3 years administrative experience;
- Evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

Qualifications

- Successful administrative experience in the coordination and management of international programs involving the recruitment, admission and retention of international students;
- Knowledge of and experience with cultural differences and expectations affecting international students;
- Demonstrated ability in writing and public speaking, previous international study/residence abroad;
- Demonstrated practical working knowledge and familiarity with computers, including word processing, database, and spreadsheet software;
- Demonstrated ability to communicate effectively with administrators, faculty, staff, international students, and the public;
- Counseling experience is a plus;
- Community College experience is desirable;
- Ability to speak multiple languages preferred;
- Knowledge of supervisory principles and practices.

Information/Benefits:

- The academic work calendar is 12 months;
- 24 paid vacation days each academic year;
- 12 paid ill days each academic year;
- Fully paid medical, dental and vision care coverage for the employee;
- Life insurance for employee;
- STRS (State Teachers' Retirement System).