



DIRECTOR, INTERNATIONAL EDUCATION CENTER (INCLUDES STUDY AWAY/ABROAD AND INTERNATIONAL STUDENTS), AND EXCHANGE ADVISOR

FULL-TIME, 12 MONTHS

HIRING RANGE: \$58,472 TO \$61,911

FUNCTION:

Reporting to the Associate Dean of Special Programs, the Director is responsible for the daily oversight and long-term planning for the International Education Center, advises in areas of exchange, while working closely with deans, faculty, staff, and students to promote and facilitate both study away experiences and international admissions. This is a three-pronged position that oversees the Associate Director of International Admissions and Recruitment, and the Associate Director of Off-Campus Programs, while providing support and student advising for direct enroll, exchange, and third party study away opportunities.

Whitworth currently enrolls more than 100 international students representing 42 countries, and approximately 48% of Whitworth students participate in study away experiences prior to graduation. The International Education Center consists of five staff persons and seeks to grow international enrollment, to expand ISEP opportunities, and further develop learning outcomes assessment and risk assessment strategies.

RESPONSIBILITIES:

1. OVERSEE INTERNATIONAL EDUCATION CENTER

- a. Supervise and provide leadership to the Associate Director of International Admissions and Recruitment, and staff.
- b. Supervise and provide leadership to the Associate Director of Off-Campus Programs, and staff, who support 20-some faculty-led programs each year.
- c. Serve as a Designated School Official (DSO), supporting the PDSO in ensuring compliance with government regulations regarding international students, and working with SEVIS protocols and procedures.
- d. Provide administrative oversight in the IEC, such as:
 - i. Management of budgets and enrollments, compliance with liability policies and best practices.
 - ii. Intercampus outreach, marketing and promotion of all areas of the IEC at various campus events.
 - iii. Management of agreements with outside organizations, study abroad partners, possible dual degree programs, possible visiting international scholars, and recruitment partners.
 - iv. Ensure appropriate risk management and crisis management for all areas of the IEC.
 - v. Sustain IEC alumni networks and build learning outcomes-based assessment strategies.
 - vi. Coordinate with international student advisors and Student Life in retention and care of admitted students, both domestic-away and international.
 - vii. Serve on the university curriculum committee and the experiential learning subcommittee.
- e. Interface with faculty and administrators in the development and assessment of study away opportunities, including co-leading the faculty Off-Campus Advisory Committee, and serve as the initial point of contact for faculty wishing to develop new programs.
- f. Involvement and leadership in professional organizations such as FORUM and NAFSA.

2. ADVISE STUDENTS AND OVERSEE EXCHANGE PROGRAMS

- a. Recruit for and manage exchange relationships.
- b. Further development and growth of ISEP, bilateral exchange partners, and affiliated CCCU programs.
- c. Pursue and sustain direct-enroll and exchanges with partner universities; process forms and SEVIS reporting.
- d. Manage exchange balances with partners; personally handle 40-50 outbound exchange students annually.
- e. Advise students interested in exchange programs, international internships, service-learning, third party, and ISEP programs.

- f. Assist with transfer of grades upon student return to the US.
- g. Solicit, receive, and organize student applications; monitor student payments.
- h. Maintain contact with students while away, monitor welfare, and problem-solve as needed.
- i. Serve as initial contact for students coming from partners and other programs; act as academic advisor.
- j. Site visits; visit partner institutions and exchange programs.
- k. Collaborate in programming for and with domestic and international students on campus.
- l. Open Doors reporting, data gathering, assessment, and Benjamin A. Gilman International Scholarship Program promotion.
- m. Develop and implement pre-departure and re-entry programming for students, as well as develop faculty-focused workshops.

MINIMUM QUALIFICATIONS:

- Master's degree in appropriate field; at least two years professional, academic experience in international education or study away; or an equivalent combination of education and experience.
- Demonstration of progressively responsible work in international education, international recruitment, or a study abroad office.
- Must be either a U.S. citizen or a lawful permanent resident of the United States (required for DSO status).
- Experience working with various study abroad or exchange programs including faculty-led and third party programs.
- Experience with data, technology, and software (such as Slate, Terra Dotta, Colleague, etc.) used in advancing education abroad and/or international enrollment.
- Experience living, studying, or working abroad, and ability to travel internationally as needed.
- Ability to work occasional evenings and weekends as needed.
- A personal commitment to the Christian faith.
- Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives.
- An active commitment to equal opportunity for all persons.
- A commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.
- Background check required.

PREFERRED QUALIFICATIONS

- NAFSA Professional Certification.
- Forum Education Abroad Professional Certification.
- Experience serving as a Principal Designated School Official and Responsible Officer.
- Experience working with SEVIS protocols and procedures.
- Demonstrated success as a campus advocate for international education.
- Successful record of student recruitment and retention.
- Experience managing complex budgets.
- Experience in social media outreach.
- Proven ability to mentor or advise college students.

APPLICATION PROCESS:

The following documents are required to complete the online application form:

- 1) A letter of interest that relates your education and experience to the qualifications of the position and **includes a note confirming your interest in this position at our posted hiring range.**
- 2) Résumé
- 3) The names, addresses, telephone numbers and email addresses of three academic/professional references.
- 4) A one-page document describing your personal commitment to the Christian faith.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.