



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF SPECIAL INTERNATIONAL PROGRAMS: Study Abroad

An Academic Supervisory Position (Exempt Status)

Grade 192E – Salary Schedule 35

A. General Statement

Under the supervision of the Dean of Global Learning Programs & Services, the Director collaborates with instruction divisions across the San Mateo County Community College District/campuses in program development. The position is responsible for the development, leadership and management of Study/Education Abroad/Exchange Programs (incoming and outgoing), as well as, the Community Travel Abroad program. The director will be proactive in developing and promoting Study/Education Abroad/Exchange Programs and Community Travel Abroad Program, working with faculty, students and community members interested in education/travel abroad, and ensuring that education/travel abroad programs are aligned with industry best practices, as well as, District's and Skyline College's Global Mission and Vision. The director coordinates all managerial and administrative aspects of education/travel abroad programs. The Director coordinates and collaborates with the Advisory Board, staff and faculty in developing Study/Education/travel Program opportunities.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Provide leadership for the overall growth and success of the District-wide Study/Education Abroad, Exchange Program and Community Travel Program including developing goals, programming, and assessment in collaboration with faculty and staff.
2. Manage operational and implementation aspects of education abroad/exchange programming and community travel, including Emergency Response coordination for emergencies or student health/safety challenges during an abroad program.
3. Supports the Dean, Global Learning Programs and Services by:
 - Providing relevant technical and program support for education abroad and exchange programs to the Dean and across the District.
 - Developing and/or facilitating international partnerships for exchange programs.
 - Identifying and pursuing external funding opportunities for program development
4. Ensures that educational, logistical, and administrative aspects of education abroad are aligned with best practices, as well as, District's/Skyline College's Global Mission and Vision

5. Facilitate, align and conduct activities across the District to facilitate and ensure diversity of programs and participants
6. Works with the faculty to assure relevant curriculum development and selection for programs
7. Develop schedule of programs and classes in conjunction with the instructional deans
8. Develops the plans needed to fulfill and maintain accreditation requirements. Prepares reports for accreditation as needed
9. Leads and participates in the research, preparation, application for and follow-up requirements for grants and other external sources of funding; prepares and submits reports to the College
10. Collaborates across the district on implementation of education abroad and exchange programming including marketing and recruitment of students and faculty
11. Develops and maintains partnerships with other institutions in support of education abroad and exchange programs
12. Participates in college and district planning, including preparing reports for internal strategic objectives and for program monitoring and evaluation
13. Determine Study Abroad/Exchange Program and Community Travel staffing needs for ongoing department operations; hiring, training, and supervising permanent, short term, and student assistant staff as needed with seasonal fluctuation, securing necessary board approval
14. Developing, planning, and administering the program budget
15. Manage the Study Abroad/Exchange Program and Community Travel website, marketing materials and program information on an ongoing basis and supervising staff update of content
16. Perform other duties as assigned

C. Requirements

1. Possession of a Master's Degree from an accredited institution
2. One year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment
3. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff

D. Desirable Skills & Abilities

1. Experience in or preparation in work with study/education abroad and international programs.
2. Experience in or preparation in work with in-coming study abroad/exchange programs.
3. Working knowledge of and experience responding to federal regulations related to education abroad programming.
4. Knowledge and experience in developing new local and global programs and/or partnerships.
5. Knowledge of the techniques of budget planning, monitoring, forecasting, and analysis.
6. Working knowledge of best practices in education abroad programming including risk management.
7. Experience directly managing education abroad programs including exchange programs, third party providers and faculty-led programs.
8. Experience with or knowledge of evaluation and assessment processes, policies, and procedures.
9. Ability to create and foster a cooperative faculty and staff team approach.

10. Ability to collaboratively develop innovative programs and services.
11. Skills in effective verbal and written communication, including appropriate information and communication technologies.
12. Ability to handle complex details and deadlines and analyze data and prepare evaluative reports.