



Cañada College ♦ College of San Mateo ♦ Skyline College

## POSITION DESCRIPTION

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# EXECUTIVE DIRECTOR, INTERNATIONAL EDUCATION

An Administrative Position (Exempt Status)  
Salary Schedule 20 (Grade AC)

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### A. General Statement

The Executive Director, reporting to the Vice Chancellor for Educational Services and Planning, has overall responsibility for the coordination of outreach, recruitment, instruction, and student services as it relates to international students. The Executive Director is also responsible for the leadership of the International Education Division of the District Office and coordination of the College International Student Program Offices to support a robust international education program in the SMCCCD. The Executive Director will provide leadership for the strategic planning, development, and implementation of international affairs and global strategies, as well as promote and support international programs, students, and initiatives.

### 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. Promotes a long-term vision and strategic plan for the development of international education in the District.
2. Oversees and coordinates all international education programs, affairs, services, and operations across the District.
3. Provides leadership in promoting a global community and learning environment for students across the District.
4. Responsible for the strategic development of global markets for outreach and recruitment of international students.
5. Develops and manages ongoing relationships with the District's colleges and key stakeholders at each campus.
6. Develops and manages ongoing relationships with partner institutions, firms, agencies, agents, scholarship organizations, and foreign embassies.
7. Leads the District and colleges in developing partnerships around the globe.
8. Establishes and maintains a comprehensive international marketing, outreach, and recruitment plan.
9. Provides management and oversight of in-country representatives.
10. Plans and participates in international recruitment activities.
11. Establishes and maintains University Transfer Agreements with four-year institutions across the U.S.
12. Serves as an advisor on international enrollment issues.

13. Develops and manages the budget of the District International Education program.
14. Recommends to the Vice Chancellor, and others as appropriate, changes in organization and operating policies and procedures that affect District international education.
15. Reviews legislation affecting the international students and international programs of the District and advises the Vice Chancellor.
16. Attends meetings of the Board of Trustees and serves on District committees as needed and/or directed.
17. Serves as liaison with District-wide student services and instructional committees on issues related to international education.
18. Performs other duties as assigned by the Vice Chancellor.

### **C. Minimum Qualifications**

- Possession of a Master's degree or above or equivalent. Applicants may apply for an Equivalence of Minimum Qualifications as part of the application process. A
- At least five years of full-time, high-level managerial experience relating to people, budget, and operational matters in international affairs.
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, and ethnic backgrounds of community college students, faculty, and staff.

### **D. Physical/Other Requirements**

This classification requires data analysis and comparison; attention to detail; interactions with a variety of people simultaneously; accurate work under deadline pressure; persuasive communication, tact, patience, visual comparison; confrontation; flexibility, adaptability; alternating sitting, standing; traveling; and driving a motor vehicle to off-campus sites, in order to perform the essential functions.

### **E. Knowledge, Skills & Abilities**

1. Knowledge and experience in international educational, global engagement, international student recruitment and market development, strategic planning, and research.
2. Experience in the use of educational technology to further advance instructional programs and student services.
3. Familiarity with Title V and other California community college laws, rules, and regulations
4. Familiarity with Federal laws, rules, and regulations as they apply to international education and students, including student Visa regulations.
5. Management level experience in areas such as policy development, implementation and interpretation of laws relating to higher educational and international education.
6. Demonstrated skills in written and oral communication, particularly with public and government agencies, and the use of computer software such as word processing and spreadsheet.
7. Ability to work in an academic environment with understanding of the traditional processes related to participatory governance.
8. Demonstrated commitment to diversity, equity, inclusion, access, and belonging.