Dean, International Education

Department: International Education
College: Foothill College & De Anza College

POSITION PURPOSE

Reporting to the Vice President of Technology and Instruction, plans and administers all international activities including all support services and the instructional program, the American Language and Culture Intensives, Intensive English as a Second language Programs for the low-TEOFL score students, and the campus Abroad Programs. Considerable day-to-day involvement in the support of international students including management and resolution of various complex situations.

NATURE and SCOPE

This position is responsible for developing and administering budgets; making all policy and operational decisions regarding International Programs and Distance Education; assigning duties to faculty program directors and all classified staff; recommending the continuation or the termination of employment, and developing new programs.

KEY DUTIES and RESPONSIBILITIES

1. Provide vision, creativity, and leadership to International and Distance Education programs; formulate and implement the division's goals and objectives.

2. Manage and conduct the marketing and recruitment program for the International Education, including the development and maintenance of external relationships.

3. Oversee and conduct overseas student recruitment activities for the both campuses; oversee, implement, and evaluate services offered to international students at Foothill and De Anza Colleges, including admissions, orientation, monitoring, counseling, and crisis resolution.

4. Maintain local, statewide, and national visibility for the Colleges in the area of international education.

5. Maintain current knowledge on changing US Immigration laws and regulations as they apply to the international students and international education programs; ensure compliance and reporting with all related SEVIS and Department of Homeland Security, regulations, and reporting requirements.

6. Maintain a positive relationship with the Department of Homeland Security. Serve as the Designated School Official for visa and immigration issues relating to international programs; advocate for issuance of visas to prospective students with the visa officers at embassies around the world.

7. Provide leadership to the Campus Abroad program and other overseas studies programs.

8. Construct American language culture incentives, while developing and maintaining relationships with sister schools.

9. Serve as a resource to staff across the District on issues and policies relating to international students.

10. Collaborate with external entities to develop, enhance, and promote International Programs for the colleges.

11. Manage the international work exchange (IEP).

12. Evaluate programs for effectiveness and student satisfaction in coordination with the division's staff.
13. Develop and administer the annual division budget.

14. Provide campus and District leadership relating to the Americans with Disabilities Act.

15. Serve as part of the District's negotiation team.

16. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.

17. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

18. Responsible for promoting and enforcing the District's commitment to safety by ensuring that all employees in the Division receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required. Accountable and liable for department or division non-compliance with hazardous materials regulations.

EMPLOYMENT STANDARDS

Knowledge:

1. Departmental procedures, practices and policies.
2. Education Code, Title 5, AB 1725, and OSHA regulation.
3. US Immigration and Naturalization laws and regulations.
4. Methods of international recruiting.
5. Admissions, program development and support services.
8. Budget development, personnel selection and program evaluation.
9. Foothill College governance policies.
10. District Mission and Values.
11. Quality principles of trust, teamwork, and collaboration.
12. Principles and practices of higher education organizations and structures.
13. Principles of leadership, management, and supervision.
15. Computers; MS Office and technological communication tools.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including complex proposals and presentations.

3. Supervise and/or manage a complex student services program serving a diverse student population.

4. Lead, advocate and network in the interest of the Division.

5. Strong supervisory skills.

6. Proven leadership management.

7. Handle difficult and sensitive issues and problems and resolve conflicts.

**Education and Experience:**

1. Master’s degree in a related field.

2. One year of administrative experience, formal training, internship or leadership in any related field.

3. Three to five years administrative experience working with international education and educational technology.

**Working Conditions:**

1. Typical office environment; subject to travel to conduct work

RANGE: J
EEO-CATEGORY: H-11