

Warren Wilson College
Position Description

POSITION TITLE: Director of International Programs, Warren Wilson College

REPORTS TO: Vice President for Academic Affairs

DEPARTMENT International Programs

POSITION SUMMARY: Plans, organizes, reviews all international program activities

SPECIFIC RESPONSIBILITIES:

1. Promotes college mission to incorporate international/cross-cultural learning for all students through providing a wide variety of quality, international academic opportunities and encouraging greater participation in cross-cultural learning by students, faculty, and staff through internationalized curricula, campus events, and publications.
2. Oversees and supervises International Programs Office staff including program assistant, student workers, and occasional volunteers to implement, monitor, and coordinate off-campus international/cross-cultural programs and related events.
3. Provides diverse, cross-cultural, learning opportunities accessible to students while meeting their academic, career and personal objectives, and maintaining high ethical standards in international education and sustainability.
4. Forges collaboration agreements and exchanges and serves as main liaison between the College and partner institutions and consortia.
5. Coordinates inbound and outbound study abroad student placements with partner institutions and works with the Dean of Admission, the International Student Adviser, other WWC faculty and staff to advise them on the specifications and status of exchange agreements.
6. Chairs Intercultural Programs Committee, scheduling and holding meetings on a regular basis consisting of WWC faculty, staff and student representatives for information sharing, assessment, consultation, and developing policy recommendations to submit to the Administrative Council regarding international programming at the College. Insures that Committee considers such matters as affordability, increasing awareness of diverse cultural perspectives on campus, faculty/staff development, and increasing scholarships for international students.
7. Organizes systems for counseling and working with students within the college's study abroad course programs. This involves overseeing and refining the process from identifying and notifying qualified students and following through to their course selection, application, verification of good standing, registration, orientation, billing & travel needs.
8. Counsels WWC students study abroad opportunities and oversees their application and selection process in consultation as necessary with academic advisers, the Vice President for Academic Affairs, international partners.
9. Works with and advises study abroad course instructors and leaders to coordinate and process study abroad course proposals, providing guidance through previous course leaders' experiences, student evaluations, consulting with the Vice President for Academic Affairs, the International Program Committee, and other faculty and staff as necessary on such issues as course meeting times, credit issues, capacity, standard expectations, etc.
10. Coordinates international, faculty-led course approval process, listing, and student registration through Academic Affairs, the Registrar's Office, and the Business Office.
11. Establishes differentiated fees and budgets for each program as necessary based on estimated travel and administrative program costs.
12. In consultation with course leaders, oversees and/or directly plans, organizes, purchases services and implements the off-campus portion of study abroad courses while adhering to budget guidelines. Works closely with external travel and service providers to meet the needs of courses while considering course goals, safety, sustainability, cost, and convenience.

13. Organizes and leads orientation sessions for all students and course leaders emphasizing safety, liability, cultural issues, and program participation expectations.
14. Serves as contact for course leaders, academic advisers, students, and their families while they are abroad, and distributes important information to other parties on campus or off, as needed, regarding health, safety and liability issues.
15. Gathers program evaluations and feedback from international program participants as well as important issues in the field of international education in general, and relays this information to the course leaders, the Vice President for Academic Affairs, and the Intercultural Program Committee and other WWC administrators as appropriate.
16. Reports overall program statistics and analysis to the Vice President for Academic Affairs and Vice President for Business on an annual basis, and gathers, prepares and reviews program information for short and long term planning and institutional needs.
17. Oversees public relations and production of publications for the international/cross-cultural program and publicity for program events and other international/cross cultural opportunities.
18. Represents the College at conferences and meetings involving international program topics, in particular the Forum on Education Abroad, and NAFSA, the Association for International Educators, and the CIEE, Council on International Education Exchange.
19. Gathers information on other international programs and procedures from other institutions and organizations for new ideas, comparison, collaboration, and/or referral.
20. Engages in professional development activities to remain up to date on best policies and practices in international program administration, and advises relevant staff and faculty of development opportunities.

WORKING CONDITIONS:

Office environment
Some travel

QUALIFICATIONS:

Masters degree or equivalent preferred.
Five years of administrative experience in academic background, to include a minimum of three years in an education abroad office (with responsibilities for programming, advising, and administration)
Ability to work well with faculty, students, administrators, and support staff
International education program management experience
Demonstrated program planning and organization skills
Inter-cultural communication skills and experience studying, working, or living overseas

Preferred Attributes:

Demonstrated oral and written communications skills
Experience administering budgets and finances
Knowledge of experiential learning theory and practice
Editing and editorial experience
One or more second language competencies
Experience with communication technologies (e.g. e-mail, fax, internet, desktop publishing, MS Excel, MS Word, MS PowerPoint, various other database types)

This position requires an experienced education abroad professional. International programming includes college-sponsored programs, co-sponsored programs, (e.g. consortia and other collaborative agreements), and other academic and cross-cultural experiences on and off campus.

Knowledge of current issues in the field of international education and involvement in regional and national professional organizations related to the field is required.

Demonstrated ability to work effectively with students, parents, faculty and other college staff and administrators, study abroad professionals, and service providers, including people of diverse cultures and nations is required.

Director, International Programs

Demonstrated successful managerial/supervisory experience. Must have ability to follow through on details, and to work and communicate well in a team environment that supports the mission of the College.

Experienced in coordinating and prioritizing work activities of self and others.

Overseas experience is required, preferably as a study abroad program participant.

Proficiency in one or more foreign language is highly desirable.