

CLASSIFICATION SPECIFICATION

International Education Director

FT/PT Class Code: 3087, 3587 Pay Grade: B/C 21 FLSA: Exempt Rev. 10/31/16

SUMMARY STATEMENT: An incumbent in this position develops, manages, and ensures the quality of international education program initiatives Collegewide, including study abroad, the on-campus Global Understanding Series, and annual faculty/staff international professional development program.

NATURE AND SCOPE:

An incumbent reports to the Assistant Vice President for Student Affairs and supervises and/or trains staff as assigned. An incumbent provides expertise in specialty areas that include: (a) needs assessments for international project training, (b) the development and delivery of training programs in collaboration with College faculty, and (c) academic and administrative oversight of the Collegewide study abroad program.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Leads a collaborative process with stakeholders to develop, promote, implement, manage, and assess the Collegewide study abroad program to ensure high-quality offerings.
2. Collaborates with campus International Education Coordinators who lead campus committee so implement the Global Understanding Series to promote student engagement and cross-cultural diversity on campus. Provides final approval for all marketing materials.
3. Develops, coordinates, promotes, and provides oversight for international professional development opportunities for faculty and staff, including the annual international professional development program.
4. Plans and administers the International Education budget including operational, day-to-day budget management of contracts and international travel.
5. Leads the Collegewide International Education Committee and collaborates with four campus International Education Coordinators to promote and coordinate Delaware Tech's study abroad program and Global Understanding Series.
6. Collaborates with Instruction and Student Affairs to align international programming with programs of study and associated career goals.
7. Conducts internal and external workshops, seminars, and orientations related to International Education initiatives.
8. Collaborates with College stakeholders to develop Collegewide International Education policies and procedures.

PRINCIPAL ACCOUNTABILITIES, cont'd:

9. Serves as a liaison between the College and external partners, institutions, companies, and organizations related to International Education.
10. Leads the planning, development, and assessment of annual and long-term goals related to international education.
11. Collaborates with Workforce Development and Community Education Division to establish partnerships that lead to international technical training projects.
12. Supervises and/or trains personnel as assigned.
13. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of international education, infrastructure development, manufacturing and service industries, business practices and opportunities.
- ◇ Knowledge of customs and protocol in foreign countries for conducting education and business.
- ◇ Knowledge of international workforce development and the ability to identify trends and conduct SWOT analysis.
- ◇ Knowledge of funding sources for international development, education and training, including USAID and Title VI programs.
- ◇ Skill in researching and writing grants, proposals, and reports.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.
- ◇ Ability to meet all legal requirements for international travel.
- ◇ Ability to pay close attention to detail to ensure accuracy.
- ◇ Ability to communicate effectively, both orally and in writing to diverse populations.
- ◇ Ability to construct budgets, including necessary grant costs and institutional costs.
- ◇ Ability to travel independently outside of the United States.
- ◇ Ability to work collaboratively with others.
- ◇ Strong cross-cultural skills and the ability to develop and nurture international and campus partnerships.
- ◇ Excellent critical, analytical thinking, organizational, interpersonal, written, and oral communication skills.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field required. Master's degree preferred.
- ◇ Four (4) years of administrative or training experience in providing international education and/or training programs, to include experience working in a college or university international programs office and experience studying, teaching, or working abroad.