Position Description

POSITION: Assistant Director, International Education

DATE: 07.01.22

CLASSIFICATION: Exempt

REPORTS TO: Vice President, Academic Innovation and Transformation

DIVISION: Academic Innovation and Transformation

REVIEWED BY: Human Resources

Expectations for All Employees

Supports the organization's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect for staff diversity, accountability, ownership, and adherence to policies and procedures.

Summary of Position

The Division of Academic Innovation and Transformation supports member institutions in their mission to prepare students to lead productive and fulfilling lives as globally engaged citizens. The Office of International Education and Global Initiatives supports member institutions in their efforts to prepare students to thrive in an increasingly globalized world. Working with partners from across the world, the Office focuses on providing quality programs and services to members in three key areas: professional development, program development, and partnerships and outreach.

The Assistant Director reports to the Executive Director of International Education and Global Initiatives. This position provides dedicated support for the development and delivery of programs and services to help members achieve their goals of comprehensive campus internationalization. The position works collaboratively with divisional staff as one team to broaden and deepen the engagement of members in programs and services to help them meet their institutional goals.

Duties and Responsibilities

The Assistant Director duties include, but are not limited to:

**Professional development programs China Studies Institute**

- Support CSI recruitment process;
- Support participants through the pre-departure administrative process;
- Collaborate with the Division of Marketing and Communications to provide Institute digital resources (CSI Participant Guide);
- Design, collect and analyze program evaluations, and utilize the feedback to improve program management/evaluation and faculty-learning outcomes.

**Japan Studies Institute**

- Manage relationship with the external Director of the Japan Studies Institute;
• Review academic content and conceptualize program design and activities for the two-week resident program;

• Identify speakers and external partners to provide services, activities and resources to program participants;

• Manage the application, review and selection process of candidates;

• Collaborate with the Division of Marketing and Communications to provide Institute digital and print resources (JSI Participant Guide and JSI Program) to participants;

• Oversee programmatic aspects of the Institute during the duration of the program at the San Diego State University campus;

• Manage and process disbursement of Fellowship awards (travel stipends and reimbursements);

• Design, collect and analyze program evaluations, and utilize the feedback to improve program management/evaluation and faculty-learning outcomes; Support network, academic and professional development through serving as an active connector for the program’s eventual network of participants, alumni, faculty and hosts.

*Japan Studies Institute Seminar*

• Coordinate travel logistics in collaboration with relevant domestic and international entities and partners;

• Support participants through the pre-departure administrative process;

• Represent AASCU and the program to Japanese external partners during phone calls, virtual and in-person meetings and events;

• Collaborate with the Division of Marketing and Communications to provide Institute digital resources (JSI Seminar Participant Guide and JSI Seminar Program);

• Design, collect and analyze program evaluations, and utilize the feedback to improve program management/evaluation and faculty-learning outcomes; Manage and process disbursement of Fellowship awards (travel stipends and reimbursements).

*Senior International Officers Institute*

• Support SIO Institute recruitment process;

• Review content and conceptualize program design and activities for the two and half day program;

• Collaborate with the Division of Meetings and Leadership Development to determine meetings logistics – accommodation, conference space, meals, etc.;

• Design, administer and analyze pre-conference survey;

• Collaborate with the Division of Marketing and Communications to provide Institute digital and print resources (SIO Institute Manual).
Program Development and Program Management
Support the planning and coordination of ongoing international programs and their activities:

China-US Rising Star Student Study Tour

- Negotiate and plan the two-week, study-abroad program with the China Education Association for International Exchange (CEAIE);
- Manage the application, review and selection process of candidates;
- Manage travel logistics (acquisition of visas, health documentation, flight and accommodation, etc.) for participants;
- Provide program orientation and academic guidance to participants, parents and AASCU campus administrators;
- Oversee programmatic aspects of exchanges, including 24/7 monitoring of program participants through duration of exchange program in China;
- Provide student management and decision-making on programs, including responding to health, discipline, and behavioral issues;
- Collect and analyze study abroad data and program evaluations, and utilize the feedback to improve program management/evaluation and student-learning outcomes;
- Support network, academic and professional development through serving as an active connector for the program’s eventual network of participants, alumni, and hosts.

Partnerships and Outreach

- Serve as primary liaison between the Executive Director of Global Initiatives and International Education, other AASCU divisions, member campuses, and international organizations and agencies;
- Under the direction of Executive Director of Global Initiatives and International Education, research, identify, analyze, and propose new partnerships, initiatives, programs and program models, in order to enhance the organization’s offerings and geographic footprint;
- Develop and maintain a system that facilitates partnerships between AASCU institutions and international partners;
- Identify funding opportunities and prepare grant proposals for submission to potential funders;
- Actively engage with and stay abreast of latest research and trends in the fields of international education and higher education in general;
- Engage in domestic and global international education memberships and organizations and represent AASCU at national and international events and conferences.
**Presidential Missions**

- Support Presidential Mission recruitment process;
- Coordinate mission logistics with relevant domestic and international entities and partners;
- Support participants through the pre-departure administrative process;
- Represent AASCU and the program to external partners during phone calls, virtual and in-person meetings and events;
- Advise mission participants and act as a liaison with host organizations’ representatives;
- Contribute to the mission’s communications efforts, including social media, success stories, and program reports;
- Support network, academic and professional development through serving as an active connector for the mission’s eventual network of participants and organizational hosts.

**Member engagement**

- Engage campus administrators to participate in new opportunities which complement and expand their comprehensive internationalization efforts;
- Engage faculty and campus administrators to advocate for and support integration of AASCU’s study abroad offerings into their faculty development and student success endeavors.
  - Review and provide information to the Division of Marketing and Communications to update the International Education program webpages;
  - Conduct research to curate and provide relevant information and resources to assist members maximize their international partnerships and activities;
  - Coordinate relevant advisory committees (Presidents’ Committee on International Education, CIE) to engage key domestic and international partners and stakeholders;
  - Serve on AASCU-wide committees as needed - staff coordinator for International Education category for the Excellence and Innovation Awards.

**Operations**

- Prepare budgets and monitor international education programs’ revenue and expenditures;
- Collaborate with the Membership Division to create registration platforms for timely collection of program-related fees;
- Manage relationships with external vendors and consultants, and process financial transactions for international education programs;
Manage and update data records for international education committees in iMIS, including the Presidents’ Committee on International Education (CIE), and the Committee of Senior International Officers (ZIOC).

Qualifications
Required:

- Master’s degree in international education or closely related field;
- 5-7 years experience in international education in postsecondary context;
- Experience developing and delivering international programs for students, faculty and administrators of higher education institutions;
- Knowledge and understanding of US immigration laws with respect to F1 and J1 visas;
- Ability to conduct high level research related to topic on international education;
- Experience working with partners in international education, e.g. NAFSA, Diversity Abroad, CCIS, FIE, EducationUSA, etc.
- Knowledge of current international educational programs and trends;
- Ability to work effectively with senior leadership at colleges and universities;
- Excellent computer and internet skills, proven experience in using word processing, spreadsheet, database, working knowledge and Microsoft Office;
- Strong familiarity with a variety of software programs, databases and web page technologies or ability to learn new software quickly including but not limited to:
  - iMIS, Outlook, ACCESS, iMIS, Socio, Ektron and Excel
  - Virtual platforms, mobile apps, and webinar platforms
- Ability to multi-task in a fast-paced environment and possess excellent project management and problem-solving skills, particularly scheduling and planning workflows cross-departmentally;
- Ability and interest in understanding, respecting and working effectively with people of differing cultures;
- Ability to maintain accurate budgets;
- Detailed oriented, highly organized and able to prioritize work;
- Ability to deliver quality work on tight deadlines, with strong organization and priority setting skills;
- Excellent written and verbal communication skills, along with strong attention to detail;
• Strong proofreading and editing skills
• Ability and willingness to travel periodically, when needed;
• Ability to follow complex verbal and written instruction and compose effective correspondence

Preferred:
• Proficiency in a second language;
• Extended experience working, studying or living abroad;

AASCU is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status

Compensation and Location
Competitive and commensurate with experience.

This is a remote position and can be located anywhere in the country with access to our physical office space at our Washington, DC headquarters.

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Commitment to Diversity
AASCU is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in all Association policies and the way we do business at AASCU.