

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Director, Center for International Students & Programs

BASIC FUNCTION: Under the supervision of the area Vice President, provides services for international students and programs; participates in and supervise staff and student assistants, carrying out policies and regulations in regard to Visa student recruitment, admissions and immigration, registration, orientation, counseling, retention, social activities and transfer; assists students to integrate with campus and community; develops and manages the International Center budget; works with all parts of the campus to increase global awareness and understanding; presents speakers on world affairs on campus and in the community; represents the College at city, state, and national programs on international education.

SUPERVISORY RESPONSIBILITIES: Supervises and directs Program Specialists, Secretary III, hourly classified, and student workers.

REPRESENTATIVE DUTIES:

1. Designs and directs activities of the International Student Center; sets priorities; deploys resources; retains qualified educational advisers and staff to serve the international students.
2. Ensures College is in compliance with federal regulations of the Department of Homeland Security; issues I-20 documents to international students; assigns staff and provides time for them to keep up-to-date with SEVIS; reads new materials, attends workshops and prepares federal reports as required to keep students in good immigration and academic status; follows new legislation regarding immigration questions for F-1 Visa students.
3. Prepares, manages and controls the International Center budget; seeks to increase revenue to the College from international student tuition.
4. Researches, analyzes and determines the places for productive advertising in print, the Web, international directories, to attract international students; selects venues and associations for travel for recruiting overseas and in the U.S.; travels to publicize the College at fairs in other countries to attract more students.
5. Designs the format and directs the record-keeping by staff for the international student tuitions by categories including country of origin, major, educational goals, GPS, etc.
6. Writes, develops and/or edits public relations materials for the International Center for hard copy brochures, letters, applications, website, directories and journals; researches ways to improve publicity.
7. Works with other college departments, faculty and administrators to develop course, requirements and services to benefit the international students; develops partnerships and exchange programs with institutions in other countries
8. Promotes the international standing of the College by being the International Representative of the College to the Mayor's office, sister cities, U.S. Department of State, and statewide and national professional organizations.
9. Serves as a member of the Management Association.
10. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

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11. Performs other related responsibilities as may be assigned.

EDUCATION: Bachelor's degree from an accredited institution.

EXPERIENCE: Three or more years directly related experience in working with international relationships; successful experience in management concepts of organization and planning.

LICENSES/CERTIFICATIONS REQUIRED: None.

ABILITY TO: organize and carry out multiple assignments with minimum supervision; effectively communicate the goals and objectives of the International Program; maintain effective working relationships with staff, students, the general public and volunteers.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, other departmental staff, Office of the Mayor, community volunteers, faculty, national organizations and agencies, and students.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.