

Director of Study Abroad & International Student Engagement

Position Details

Position Overview

Position Title	Director of Study Abroad & International Student Engagement
Department	117000 - Office for Mission
Position Type	Regular
Position Classification	Full-Time, 12 months
Grant/Gift Funded (all or a portion)?	No
If Temporary or Grant Funded, Start Date and End Date	

Position Description/Posting Details

Posting Number S1202P

Position Summary

The Director of Study Abroad and International Student Engagement provides collaborative leadership and management for La Salle University's international study abroad programs and associated initiatives, while providing support services to international matriculating and international exchange students, and faculty on international exchange. The Director collaborates with faculty, staff, administrators, and students to integrate, enhance, and expand existing University efforts focused on study abroad, study travel, and international partnership development. The Director will also lead a collaborative campus effort to support international students enrolled at the University, including but not limited to, advising and processing required immigration paperwork, and developing programs, activities, and experiences for international students and the wider campus community with an international focus.

The Director will model the University's mission through dedicated performance of duties and responsibilities, exceptional service to all constituencies, respectful collaboration, and a proactive commitment to the principles of the University's Mission and Lasallian Catholic education. This position reports directly to the Vice President of Mission, Diversity, and Inclusion.

Essential Duties

Study Abroad and Short-Term Travel Study Programs

- In collaboration with the Vice President for Mission, Diversity & Inclusion, and other key faculty partners as necessary, provides and implements the vision, direction, and leadership to enhance and expand existing study abroad programs.
- Collaborates with Marketing and Communications division to market study abroad opportunities to the La Salle community on the University's website and a variety of media as well as publication development to support international students and promote University events/programs.
- Creates and institutionalizes policies/procedures for all aspects of study abroad programs and short-term travel study.
- Chairs the University's Risk Assessment Committee and assesses risk and liability for all international academic and co-curricular off-campus programs. Is responsible for ensuring compliance with the University's *Policy for Risk Assessment Review for University Sponsored/Supported Student International Travel*.
- Manages the relationship and process for all study abroad agreements with other institutions, including but not limited to, One La Salle Agreement, Arcadia Agreement, etc.
- Assumes responsibility for the advising, recruitment, and placement of students seeking study abroad opportunities.
- Maintains information resources for program and travel plan and executes a pre-departure orientation program and re-entry workshops.
- Works collaboratively with faculty in the development and assessment of student learning of study abroad programs and international experiential education initiatives.
- Provides students and faculty with information and assistance in identifying opportunities for international study, research, and teaching.
- Works with the Vice President of Mission, Diversity, and Inclusion and leadership in Academic Affairs to partner with other institutions and organizations to develop student and/or faculty exchanges and programs.

International Students and Scholar Support:

- Collaborates with Enrollment Management staff in the onboarding of new international students and specifically assists with Student Financial Services to help explain tuition payment system and billing processes.
- Serve as the Designated School Official (DSO – back up to the PDSO) for F-1 SEVIS reporting and as the Alternate Responsible Officer (ARO) for J-1 Exchange Visitor SEVIS reporting. Manages and updates the I-20 process once a scholar is registered and has been issued their active I-20.
- Stays informed and knowledgeable about all relevant University policies, guidelines, processes, and procedures, as well as applicable laws and regulations related to their work with international students and faculty scholars. This includes current regulations concerning non-immigrant student and faculty scholar visas.
- Directs collaborative campus efforts to support international students once they are enrolled, including but not limited to, academic advising, OPT advising, processing immigration paperwork (immigration, IDs, tax information, SSNs, etc.), as well as cultural and social support (workshops, programs, emergencies, etc.).
- Connects international students to University support services that promote their success, including but not limited to academic advising, success coaching, academic support services, student leadership development opportunities, career services, and clubs and organizations.
- Develops and implements campus activities that strengthen global understanding.
- Oversees and manages departmental budget and seeks external funding when necessary.

Secondary Responsibilities

- Attends, supports, and assists with other divisional and University-wide events.
- Performs other duties as assigned by the Vice President for Mission, Diversity, and Inclusion.

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Required Qualifications

- Master's degree in a relevant field plus minimum of five years of related experience, including at least two years of experience developing and managing study abroad programs at the university level.
- Eligibility to work in the United States (US) must not be temporary.
- Relevant experience which reflects a strong understanding of the challenges individuals faces when studying and living outside of their home country.
- Relevant experience which reflects a strong commitment to global and multicultural education development, actively promoting these principles while helping others, including students and faculty, cultivate related skills and competencies.
- Excellent written, oral, and interpersonal communication skills, including ability to build rapport and collaborate with diverse constituents both internally and externally (e.g., students, faculty, staff, employers, parents, alumni, community organizations, prospective students and families).
- Proven strong problem-solving skills, including capacity to analyze complex issues, identify potential solutions, and collaborate with others to implement effective strategies to address challenges.
- Proven strong project management, coordination, and supervisory skills.
- Knowledge of and willingness to commit to and embrace the mission of La Salle University.

Preferred Qualifications

- Extensive experience in study abroad program creation, development, and assessment.
- Previous experience working with international students in a higher education setting.
- Demonstrated experience working with diverse populations in an urban setting.
- Proficiency in more than one language.

Physical Requirements and/or Unusual Work Hours

- Requires evening and weekend work to support activities and programs.
- Willingness and openness to travel.

Special Instructions to Applicant

La Salle University embraces diversity and seeks candidates who will contribute to a climate that supports a fully inclusive, equitable, and diverse working and learning environment. We strongly encourage individuals from underrepresented and/or marginalized identities to apply.

La Salle University offers its eligible employees comprehensive medical and dental plans, employer paid life and disability insurance, retirement benefits, generous paid time off (vacation, sick leave, and holidays), and tuition benefits such as no cost undergraduate and graduate degree programs for its employees (with no wait period) and no cost undergraduate degree programs for its employees' dependents (after completing the required years of service).

Posting Information

Application Open Date 12/19/2024

Application Close Date

Application Open To Internal and External Applicants

Documents Needed to Apply

Required Documents

1. Cover Letter/Letter of Interest
2. Resume/Curriculum Vitae

Optional Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you first hear about this employment opportunity?

- blackperspective.com
- disabilitysolutionstalent.org
- disabledperson.com
- employdiversity.com
- hercjobs.org
- higheredjobs.com
- hireourheros.com
- hispanic-today.com
- indeed.com
- jofdav.com (Job Opportunities for Disabled Veterans)
- La Salle Website
- monster.com
- Referred by a Current or Former Employee
- Referred by a Friend or Family Member
- usmilitarypipeline.com
- veteransenterprise.com
- vetjobs.com
- wib-i.com (Women in Business & Industry)
- womenforhire.com
- Other - Academic or Professional Publication
- Other - Agency or Search Firm Referral
- Other - Diversity Association/Publication Website
- Other - Conference or Career Fair
- Other - Local Newspaper

- Other - Internet Site Not Listed Above
- Other - Professional Affiliation/Trade Website

2. * If your answer to the above question is "Other", please specify the source below. If this questions does not apply, please enter "N/A".
(Open Ended Question)