

DIRECTOR, INTERNATIONAL PARTNERSHIPS AND ENGAGEMENT

DEPARTMENT: International Student Programs

COLLEGE: Central Services

SALARY GRADE: [A2/A3 - I](#)

POSITION PURPOSE:

Reporting to the Executive Director, International Student Programs, this position is responsible for overseeing the strategy and management of all international partnerships for Foothill College, De Anza College, and the District. These strategies will ensure international enrollment growth, campus internationalization, cross-cultural learning opportunities, and heightened global recognition.

NATURE and SCOPE:

The Director is responsible for developing and executing districtwide strategies and exercises independent judgment in identifying, cultivating, and managing international partnerships in alignment with District priorities.

The position requires extensive domestic and international travel (up to three to four months annually), including planning and conducting complex, multi-country itineraries. The Director represents the District and its colleges in high-level external settings and develops and maintains relationships with a wide range of partners, including international secondary schools, colleges and universities, EducationUSA, U.S. ambassadors and consular officials, foreign governments, corporations, Fulbright/IIE, and current and prospective students and their families.

The Director cultivates and sustains relationships with educational advising partners, including agency owners, independent counselors, and recruitment agents, and provides ongoing training to ensure accurate representation of District programs and alignment with enrollment goals.

KEY DUTIES AND RESPONSIBILITIES:

Duties and responsibilities are typical but not limited to the following:

1. Working closely with the Executive Director, International Student Programs, the Director, International Student Recruitment and Marketing, and other campus constituents, plan, implement, and coordinate international enrollment management strategies related to partner engagement, including agreements, special programs, and training, for Foothill-De Anza Community College District (FHDA), which ensure international growth and global recognition.
2. Develop and maintain relationships with external partners in the United States and abroad to attract qualified international students and strengthen FHDA's global presence, including prospective students and families, U.S. and foreign government officials, corporations, international organizations, educational institutions, advising partners, and agents.
3. Plan and conduct international outreach visits with partners, families, and students multiple times each year, including extended travel of up to one month in duration across diverse regions, including locations with complex, rapidly changing logistical and political conditions.
4. Oversee and evaluate the effectiveness of international partnerships and related initiatives through analysis of recruitment outcomes, program participation, and strategic impact; provide guidance to staff responsible for international recruitment, outreach activities, and admissions on best practices when working with partners.

5. Work closely with the Director, International Student Recruitment and Marketing to coordinate international marketing and recruitment activities, as they relate to partnerships and other initiatives, on behalf of the District; work with the Executive Director, International Student Programs to increase awareness and visibility of existing partnerships across the District and externally.
6. Lead and oversee the planning and coordination of international partnership initiatives, including familiarization visits, campus visits by current and prospective partners, short-term and special programs, U.S. government initiatives, and related collaborative activities, and participate in the coordination and implementation of these programs to strengthen institutional relationships and support international enrollment pipelines.
7. Work closely with the Executive Director, International Student Programs, the Director, International Student Recruitment and Marketing, and International Student Programs staff to set internationalization, recruitment, and non-resident strategy. Consult with District and college leadership, as appropriate, to ensure alignment with institutional priorities and compliance with District policies and applicable state and federal laws.

EMPLOYMENT STANDARDS

Knowledge of:

1. International admissions and partnerships.
2. Ethical business practices.
3. Thorough knowledge of F-1/J-1 visa immigration regulations, Department of Homeland Security/SEVIS regulations, and federal regulations relating to international students
4. Comprehensive knowledge of foreign educational systems.
5. Information systems and CRM software (Slate).
6. Principles of project management.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Experience with crisis management.
3. Strong intercultural and interpersonal communication skills: strong relationship management skills.
4. Extensive experience managing programs involving complex multi-cultural issues within large organizations.
5. Strong project management skills.
6. Extensive experience with enrollment management.
7. Extensive experience planning and conducting complex international travel itineraries and traveling independently as well as in groups.
8. Highly independent decision-making to respond both to changing and difficult circumstances that may arise while traveling, and to a variety of business opportunities that might present themselves while abroad.

Education and Experience:

1. Bachelor's degree
2. Two (2) years of related work experience with at least one (1) year leadership experience. Significant experience working with international educational advising partners, agents, or with institutional agreements.

Preferred Qualifications:

1. Fluency in a language in addition to English.
2. Master's Degree or equivalent.
3. Five (5) years of related work experience in the higher education sector with at least one (1) year leadership experience.
4. Experience living or working abroad.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. Must be able to travel overseas independently for periods of up to one month at a time multiple times a year.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 50 lbs.

Date Approved: October 2013; Revised: April 2021; March 2026

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Creditable Service: PERS