



EXECUTIVE DIRECTOR, INTERNATIONAL STUDENT PROGRAMS

DEPARTMENT: International Student Programs

COLLEGE: Chancellor's Office

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

POSITION PURPOSE:

Reporting to the Chancellor of the Foothill-De Anza Community College District, and working directly with the senior leadership of both Foothill and De Anza Colleges, the Executive Director: Provides strategic and operational oversight of international student marketing and recruitment for both colleges; Advocates for and communicates international program needs and goals to Foothill College and De Anza College and district constituency groups; Develops relationships with both internal and external partners in support of the District Mission and Educational Master Plan; Represents the District and Colleges in international national and venues.

NATURE and SCOPE:

This position is responsible to lead the district ISP program in developing, implementing, and administering the District's recruitment and marketing vision in collaboration with both colleges, developing and administering budgets; developing international programs, policies and procedures in collaboration with related ISP offices at each college, and leading the district's international engagement concerning the issues of international students and their families.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Provide creativity, leadership, and vision to develop the strategic and program development plans for the District's ISP program, including marketing, recruitment, and engagement strategies. Conduct ongoing evaluation of and improvement towards achieving program goals and objectives.
2. Working jointly with ISP administrators, manage and conduct the international marketing and recruitment efforts of the District, including the development and maintenance of external relationships with institutions and partner agencies.
3. Oversee and conduct overseas student recruitment activities for the District.
4. Develop and maintain domestic and international visibility and relationships for the District as a whole, and the Colleges individually in the area of international education.
5. Provide liaison to appropriate diplomatic offices representing international students across the District.
6. Maintain current knowledge on changing US Immigration laws and regulations as they apply to the international students and international education programs; ensure compliance and reporting with all related SEVIS and Department of Homeland Security, regulations, and reporting requirements.
7. May construct American culture incentive programs, while developing and maintaining relationships with sister schools.
8. Serve as a resource to staff across the District on issues and policies relating to international students.
9. Collaborate with external entities to develop, enhance, and promote International Programs.
10. Collaborate with each college's related international student admissions and immigration support programs, including the development and implementation of policies and procedures in support of effective recruitment strategies.
11. Develop and administer the District's ISP marketing, recruitment, and engagement budget, in collaboration with both colleges.
12. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
13. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
14. Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

1. Education Code, Title 5, and OSHA regulations.
2. US Immigration and Naturalization laws and regulations.
3. Methods of international recruiting.
4. Admissions, program development and support services.
5. Budget development, personnel selection and program evaluation.
6. FHDA governance policies.
7. District Mission and Values.
8. Quality principles of trust, teamwork, and collaboration.
9. Principles and practices of higher education organizations and structures.
10. Principles of leadership, management, and supervision.
11. Concepts and principles of student learning.
12. Relevant software programs and applications.

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. Communicate effectively both orally and in writing, including complex proposals and presentations.
3. Cultural and Linguistic facility in international and diverse settings.
4. Proven leadership management.
5. Handle difficult and sensitive issues and problems and resolve conflicts.

Education and Experience:

1. Bachelor's Degree.
2. One (1) year of administrative experience.
3. Two (2) years of related experience (International Student Programs).

Preferred Qualifications:

1. Master's degree or equivalent.
2. Five (5) years administrative experience working with international education.
3. International experience outside the United States.
4. Fluency in a language in addition to English.
5. Experience working with partner agencies and foreign institution, including drafting agreements.
6. Experience living and/or working outside the United States.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. Frequent national and international travel in support of International Student Programs.

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 20 lbs.

Date Revised: August 2014; November 2014; March 2017; May 2017; April 2021; September 2021
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