

Job posted on 2013-04-23 by matthew.thompson; posting expires on 2013-06-01

Employer: West Virginia Higher Education Policy Commission

Position: Director of International Programs

Job Description: Full Time, Permanent,

Reporting to the Vice Chancellor for Academic Affairs, the Director of International Programs will provide overall leadership and coordination of statewide international education initiatives. The Director will oversee the daily activities, operations, and budgets of the Office for International Programs, provide leadership for the statewide International Education Consortium and Consortium-sponsored activities, and assist with campus-based strategic planning for internationalization on individual college campuses. The incumbent will facilitate the development and implementation of policies and procedures for study abroad and exchange programs, provide assistance to the institutions in coordinating and facilitating faculty and student study abroad programs, and coordinate and facilitate student/faculty agreements with selected foreign colleges and universities.

The Director of International Programs will engage in professional development activities focused on fostering statewide involvement in international education initiatives, identify and assist in the preparation of grant funded proposals for international initiatives, and will collaborate with representatives from foreign colleges, universities, and organizations for special projects or programs as required. Serve as the primary point-of-contact for approved visiting international groups and establish and maintain professional networks with related local, state, national, and international organizations and agencies.

Qualifications: Knowledge of and competency related to current issues and best practices associated with international education, program planning and development, and facilitating study abroad and exchange programs. Ability to establish network to support internationalization of the college campuses and demonstrate effective use of interpersonal and communications skills, including tact and diplomacy, and working with individuals from different cultures. Effective use of organizational and planning skills with attention to detail and follow through is essential to this position. Competency in identifying and preparing grant funded proposals in relation to international education. Making professional public presentations, preparing budgets and monitoring the disbursement of

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funds, maintaining confidentiality of work-related information and materials, and demonstrate proficiency using standard office software applications are important to the success of this position.

Master's degree in International Studies or related field required. Doctorate preferred. Five years work experience coordinating or directing international programs on a college campus preferred. Experience living or working internationally is desirable with a working knowledge of the US and international higher education systems. Fluency in a second language preferred. Experience must reflect the ability to work collaboratively with students, academic and student life administrators, faculty, and community members, and to contribute to and function effectively within an international community.

Perferred Major(s): Undecided or None;

Application Instructions: Qualified candidates should submit a letter of interest, a current resume, and the names, titles, phone numbers and e-mail addresses for three professional references.

Finalist candidates are subject to employment and credential verification, reference and background checks. Submit all information electronically via e-mail with "Director of International Programs" in the subject line to: Ms. Vickie Hairston, Human Resources at vhairston@hepc.wvnet.edu.

Link: [https://www.wvhepc.org/hr/Position Announcement Director International Programs.pdf](https://www.wvhepc.org/hr/Position%20Announcement%20Director%20International%20Programs.pdf)