

Director, International Student Programs
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Director, International Student Programs at Bakersfield College provides administrative supervision and oversight for all international student services and programs, including compliance with immigration procedures, SEVIS, U.S. Department of Homeland Security and strategic recruitment of students and ensures academic and personal support leading to retention and program completion.

Examples of Duties

Under the direction of the President and Vice President of Bakersfield College, provides leadership and coordination for the International Services and Programs department, including the development of plans, processes, budgets and services:

1. Coordinates outreach and recruitment efforts to expand the program, including targeted marketing, partnership with overseas entities and agents, development of contacts, faculty recruiters, current students and multimedia and direct marketing strategies.
2. Communicates with prospective students throughout the recruitment and application process, including extensive correspondence via phone, e-mail, direct mail and social media. Incorporate multimedia strategies including the development and management of the web portal, newsletter, and other modes of communications with international partners.
3. Interprets and applies state and federal laws, rules, regulations and District policies relating to international students. Acts as college's Designated School Officer (PDSO) under guidelines established by the United States Department of Homeland Security and compiles reports as required by federal regulations.
4. Provides information on F 1 immigration regulations and procedures to advise international students effectively, assure institutional adherence to those regulations and procedures, and interpret immigration policy for the campus community.
5. Reviews applications for admissions decisions and ensures appropriate evaluation of foreign credentials.
6. Provides professional services to students in the areas of

- a. Counseling and advising in immigration regulations, financial matters, employment, health insurance and health care, personal concerns, and English-language needs; advising, and assistance in complying with government regulations. Orienting international students to the academic systems and support services of Bakersfield College, its culture, the country's educational system, and the U.S. culture in general
 - b. Educational programs to enhance positive international student engagement; to develop faculty and staff sensitivity to cultural differences and international student needs, and to assist in the understanding of and adjustment to a host country's educational system and culture; Develops, coordinates and ensures programs and services for international students to create a welcoming and supportive campus where international students can thrive and be successful academically and personally
 - c. Special orientation programs to enhance knowledge and understanding of the institution, the host country's educational system, and the culture of the host country in general, as well as programs to address issues related to re-entry to the student's home country
 - d. Appropriate matriculation services including assessment of educational goals and plans; personal development levels; and social, emotional, and cultural needs of international students
 - e. Timely referrals to other service and program agencies
 - f. Cross-cultural programs addressing cultural problems and issues for faculty, staff, teaching assistants, and students, and dependents of international students
 - g. Liaison with appropriate student organizations; and,
 - h. Advocacy within the institution for the needs of international students.
7. Works with Instruction, Basic Skills, ESL, and English language schools to build relationships leading to the enrollment of international students. Provides technical support for short term instructional programs assisting international students to reach their educational goals.
 8. Establishes and maintains liaison with relationships with key personnel at international high schools, community colleges, agencies, sponsoring organizations, ESL centers, other community colleges, four-year colleges, professional organizations and other entities that work directly with populations of international students, to enhance recruitment and share information about procedures.
 9. Responsible for the fiscal management of International Services and Programs

10. Performs other duties as assigned or required.

Minimum Qualifications

Master's Degree from an accredited college or university, in education, student personnel administration, international relations, political science, communications, public administration or related field.

Five years of full-time experience in international student services and programs.

Experience working with SEVIS regulations

Demonstrated success in international student recruitment and advisement

PREFER: Demonstrated success in a management role with supervision, budget and program development experience

Knowledge and Abilities

Knowledge of:

- International student enrollment program requirements and administration
- Federal immigration and student visa regulations; international document verification;
- ESL placement testing and orientation;
- Community resources;
- College student development and advising techniques;
- Community college philosophy and operations;
- Admissions and enrollment management objectives and strategies;
- Public relations, marketing, recruiting, and communication management; Banner (preferred) or other student system

- Report development and analysis and computer software, programs and applications.

Ability to:

- Create and expand an international student program and ensure relevant student success services
- Recruit international students and expand program participation
- Exercise group leadership skills that emphasize collaboration, consensus building, problem-solving, and conflict resolution.
- Effectively communicate both orally and in writing.
- Effectively and efficiently coordinate events.
- Engage with the community in activities that frequently occur on weekends and evenings while representing the College.
- Effectively interact with persons of diverse socioeconomic and ethnic backgrounds.
- Effectively supervise, manage and lead a team, coordinate program functions; prioritize multiple tasks; and organize and manage projects
- Efficiently manage budgets and prepare reports
- Effectively develop marketing and to recruit students.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

*Seldom-Less than 25 percent = 1 Often – 51-75 percent = 3
Occasional 25-50 percent = 2 Very Frequent – 76 percent and above = 4*

Working conditions (continued)

Ratings	Essential Physical Requirements
3	<i>Ability to work at a desk, conference table or in meetings of various configurations.</i>
4	<i>Ability to stand for extended periods of time.</i>
4	<i>Ability to sit for extended periods of time.</i>
4	<i>Ability to see for purposes of reading printed matter.</i>
4	<i>Ability to hear and understand speech at normal levels.</i>
4	<i>Ability to communicate so others will be able to clearly understand a normal conversation.</i>
2	<i>Ability to lift 10 pounds.</i>
2	<i>Ability to carry 10 pounds.</i>
4	<i>Ability to operate office equipment.</i>

Status/Rationale

This is a classified management position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

Director, International Student Programs/ Classified Administrator/ Grade I