

Position: Assistant Director, International Student Services and Cultural Engagement

Grade: 32 (Management Salary Schedule)

Summary

The Assistant Director for International Student Services and Cultural Engagement:

- Plans, supervises, assesses, evaluates, and participates in the daily operation of the International Students Services department.
- Provides leadership in enhancing the international student experience and dimensions of the culture of Cerritos College.
- Creates opportunities for international activities, programs and initiatives for students.
- Plans and implements recruiting strategies and marketing/communications materials to reach potential students.
- Organizes office services for timely and responsive customer service to students.

Distinguishing Career Features

The Assistant Director, International Students Services and Cultural Engagement (ISS&CE) is responsible for organizing and implementing communications and recruitment campaigns directed at attracting international students; serving as a student advocate for admissions advising, off-campus housing, student health insurance, and support services that contribute to student success; and ensuring compliance with federal regulations and the District's policies and procedures. This position reports to the Dean of Student Equity and Success.

Responsibilities:

- Provides leadership in the administration, organization, and development of the college International Student Services; develops program objectives, policies and procedures; assures consistency of objectives, policies and procedures with those of the college and the District.
- Serves as a Designated School Official (DSO) for the District, ensuring the enrollment of nonimmigrant students with F-1 visas is in compliance with the Student and Exchange Visitor Program (SEVP); provides guidance to students to make informed decisions regarding maintaining their nonimmigrant student status; signs and issues Certificates of Eligibility, Form I-20 to confirm enrollment.
- Maintains records for F-1 nonimmigrant students in the Student and Exchange Visitor Information System (SEVIS) in compliance with federal immigration laws and regulations, including meeting mandated timelines for reporting enrollment and changes in status; releases SEVIS records to designated colleges and universities for students transferring to another U.S. institution; ensures consistency between data in SEVIS and

the District's student data management system. Monitors international students' visa status, enrollment, course loads, academic progress, and work authorizations to ensure compliance with federal regulations; notifies students of pending expiration dates; ensures changes in status are entered into SEVIS.

- Recruits international students by representing the college in local communities, organizations and schools, agencies, embassies, and through international contacts.
- Promotes awareness of the college's International Students Services; develops advertising plans and marketing collateral.
- Oversees the admission of international students; maintains accurate records and compliance with mandated immigration regulations; explains, interprets, and applies immigration regulations relating to international students; monitors admissions to ensure conformance with District admission policy; prepares and maintains comprehensive reports, records, and files regarding program students, personnel, facilities, and activities.
- Oversees the matriculation process for international students, including orientation, assessment testing, counseling, and registration; monitors student academic eligibility; conducts workshops and meetings designed to assist international students in achieving academic and career goals.
- Compiles international student enrollment reports detailing demographic breakdowns, retention, and transfer rates based on information in the student data management system, SEVIS, and the health insurance roster to monitor program effectiveness.
- Develops and recommends program budget; monitors budget to ensure that expenditures and operations remain within established budget limitations; maintains appropriate records and controls to assure program fiscal accountability; prepares fiscal reports as directed.
- Assists with coordinating and organization study abroad programs.
- Trains, supervises, evaluates, and directs the work of personnel as assigned; participates in selection and hiring processes.
- Plans, organizes, and arranges appropriate training and staff development activities; provides orientation for new employees.
- Plans, organizes, and arranges cultural and equity-based activities on campus.
- Takes a leadership role with the Student Achievement and Equity plan, Student Achievement and Equity reporting, and coordination between student services and instructional equity-based interventions.
- Travels to multiple locations on behalf of the District/College.

- Performs related duties as assigned.

Knowledge of:

1. Federal and State laws and regulations related to immigration and international student admissions, visas, and work authorization (e.g., California Education Code and Title 8 of the Code of Federal Regulations).
2. The Student and Exchange Visitor Information System (SEVIS) for entering, maintaining, and reporting student information.
3. The Student Exchange Visitor Program (SEVP) policies and procedures, including the responsibilities of Designated School Officials (DSOs) and procedures, processes, forms, and legal requirements for international student admissions.
4. International and intercultural education, international curriculum development, study abroad programs, international industry-based training, international student recruitment strategies, English as a Second/Foreign Language programs.
5. Educational program development, marketing, recruiting and management, preferably within the California community college system.
6. Standard international student programs practices, procedures, and services.
7. College admissions and registration processes and procedures including courses of study, petitions, holds, etc.
8. Standard office productivity software (e.g., Word, Excel, Outlook, PowerPoint) for writing and receiving correspondence and developing marketing materials, reports, and presentations.
9. Student data management systems (e.g., PeopleSoft) for retrieving and reporting data. Marketing and recruitment strategies to attract international students.
10. Local resources for international students, including student services programs, acculturation programs, housing, health insurance, employment, etc.
11. Training practices and techniques to convey technical information, policies, and procedures.
12. Recordkeeping practices and procedures.

Ability to:

1. Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

2. Work with international students and diverse populations.
3. Lead, develop, and/or implement diversity, inclusion, and equity efforts for students and/or employees.
4. Approach work and interactions with colleagues and/or students in an equity minded manner.
5. Demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
6. Demonstrate experience with F-1 visa immigration regulations and the Student and Exchange Visitor Information System (SEVIS) and procedures.
7. Recruit overseas students with documented success.
8. Work with state education code and Title 5 requirements relating to admission of students.
9. Prepare and maintain a program budget.
10. Correct English usage, grammar, spelling, punctuation, and vocabulary.
11. Demonstrate knowledge of appropriate software and databases.
12. Interpret, apply and explain rules, regulations, policies and procedures.
13. Analyze situations accurately and adopt an effective course of action.
14. Plan, organize, and prioritize work.
15. Meet schedules and time lines.
16. Work independently with little direction.
17. Understand and follow oral and written directions.
18. Communicate efficiently both orally and in writing.
19. Supervise, train, and provide work direction to others.
20. Establish and maintain effective working relationships.

EMPLOYMENT STANDARDS

Minimum Qualifications for Education and Experience:

1. Master's degree in international education, multicultural education, education or a related field.
2. One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
3. Experience evaluating foreign degrees and/or course work.
4. Demonstrated skills in collaboration and developing educational partnerships, and a commitment to international education in a college setting.
5. Demonstrated ability to plan and coordinate activities of complex programs.
6. Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

Desired Qualifications:

- Experience managing international education programs in a community college or university setting.

