

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2019**

ASSOCIATE DIRECTOR OF THE CENTER FOR INTERNATIONAL EDUCATION

FLSA STATUS: EXEMPT – PAY GRADE: 20 – P

JOB FAMILY: ACADEMIC AFFAIRS – JOB FUNCTION: ACADEMIC AFFAIRS

GENERAL STATEMENT OF JOB:

The Associate Director provides instructional leadership as well as daily supervision and management of the Center for International Education, which comprises three program segments: Study Abroad, the Global Scholars Distinction and Co-Curricular International Learning. The Associate Director guides faculty through the process of proposing and planning study abroad programs. In addition, the Associate Director provides oversight of the policies and procedures for the Global Scholars Distinction program for internationalizing the curriculum. The Associate Director also collaborates with faculty and Student Services professionals to plan and deliver co-curricular international learning experiences for U.S. citizens and non-U.S. citizens, fostering an international learning community at the College.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Manages all aspects of the College's study abroad programs, including the faculty proposal process, faculty professional development, the student application process, the safety orientation for students, international health/safety policies and procedures, risk/crisis management, program budgeting and accounting, among other areas.

Recruits and advises students interested in education abroad; assists and supports students in preparation for all forms of study abroad, including faculty-led programs, third-party programs and exchange programs.

Provides oversight of the Global Scholars Distinction program, including the curricular, co-curricular and capstone elements; the proposal approval process for internationalizing a class section; and faculty professional development. Maintains records of students' participation in and completion of the Global Scholars Distinction program.

Works closely with faculty and other stakeholders to plan and coordinate curricular and co-curricular learning experiences that foster an international learning community at the College.

Serves on assigned College committees, task forces and councils addressing international education and related academic areas; assists with college-wide planning, implementation and evaluation of assigned disciplines or programs.

Collaborates with the Student Services division, as directed by supervisor, to support processes related to international applicants and international students at the College.

Collects, analyzes and reports data about student success, retention and graduation rates relative to participation in international education. Collaborates with the Office of Curriculum and Instruction and Institutional Analytics to produce an annual report about the student learning experience in International Education.

ASSOCIATE DIRECTOR OF THE CENTER FOR INTERNATIONAL EDUCATION

Serves as a primary liaison to partner institutions and affiliate organizations, and develops and maintains international partner relationships.

Performs related duties as assigned.

SUPERVISION RECEIVED:

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED:

Supervision may be exercised over assigned staff.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university supplemented by three (3) or more years of related experience.

PREFERRED QUALIFICATIONS:

Master's degree from an accredited college or university in International Studies or other related field supplemented by two (2) years of related experience in a U.S. higher educational institution's study abroad office.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

ASSOCIATE DIRECTOR OF THE CENTER FOR INTERNATIONAL EDUCATION

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; and to utilize high school algebra and descriptive

statistics. Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 06/20/2019