

Director, International Programs
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=238264>

Downloaded On: Jun. 30, 2024 10:18am

Posted Jun. 27, 2024, set to expire Nov. 29, 2024

Job Title	Director, International Programs
Department	International Programs
Institution	Austin Community College Austin, Texas
Date Posted	Jun. 27, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other Administration - Undergraduate Education Administration - Student Affairs
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Job Description

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Director, International Programs

Job Description Summary:

Provides leadership and management of the International Programs Office including program planning, program development, expansion of international education opportunities for students, and oversight of budgets.

Job Description:

Description of Duties and Tasks

- 1) Facilitates development and implementation of policies and procedures for study abroad, international education, and exchange programs.
- 2) Facilitates and acts as primary point-of-contact for approved visiting international groups.
- 3) Directs the International Programs Office including program planning, development, expansion, and oversight of budgets.

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- 4) Hires, supervises, trains, and evaluates International Program staff.
- 5) Coordinates and facilitates faculty and student "study abroad" programs.
- 6) Identifies and prepares grant funded proposals for international initiatives.
- 7) Coordinates and facilitates student/faculty agreements with selected foreign colleges and universities.
- 8) Evaluates current International education program curriculum; facilitates the development and integration of courses into the general curriculum.
- 9) Establishes and maintains professional networks with related local, state, national, and international organizations and agencies.
- 10) Facilitates internal and external marketing and program information.
- 11) Collaborates with representatives from foreign colleges, universities, and organizations for special projects or programs as required.

Knowledge

- * Current issues and best practices relating to international education.
- * International program planning and development.
- * International education program curriculum.
- * Study abroad and exchange programs.
- * Supervisory principles, practices, and methods.
- * US and international higher education systems.

Skills

- * Maintaining an established work schedule, with flexibility as required.
- * Effectively using interpersonal and communications skills, including tact and diplomacy, and working with individuals from different cultures.
- * Effectively using organizational and planning skills with attention to detail and follow-through.
- * Identifying and preparing grant funded proposals in relation to international initiatives.
- * Facilitating articulation agreements and study abroad programs.
- * Collaborating and networking with representatives from foreign educational institutions and organizations.
- * Making professional public presentations.
- * Preparing budgets and monitoring the disbursement of funds.
- * Effectively supervising, leading, and delegating tasks and authority.
- * Maintaining confidentiality of work-related information and materials.
- * Establishing and maintaining effective working relationships.

Technology Skills

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* Use a variety of spreadsheet, word processing, database, project management, and presentation software.

Required Work Experience

* Three years related work experience including one year supervisory experience. Education cannot be substituted for supervisory experience.

Required Education

* Bachelor's degree.

Preferred Qualifications

* Experience living or working internationally.

Physical Requirements

- * Work is performed in a standard office or similar environment.
- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Occasional lifting of objects up to 10 pounds.

Safety

*Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$73,896 - \$92,370

Number of Openings:1

Job Posting Close Date:

July 10, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.



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Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Director--International-Programs_R-6243

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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