

International Student Programs Supervisor Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=256176>

Downloaded On: Apr. 24, 2025 6:53pm

Posted Apr. 24, 2025, set to expire Jun. 1, 2025

Job Title	International Student Programs Supervisor
Department	Staff
Institution	Foothill-De Anza Community College District Los Altos Hills, California
Date Posted	Apr. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Student Affairs Administration - Other
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Job Description	

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International Student Programs Supervisor

HR EMPLOYMENT/CAREERS

Initial Closing Date: 05/13/25*

*Any complete applications received after the initial closing date will only be forwarded to the hiring committee at their request.

Starting Salary:

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\$8,125.33 (per month) plus excellent benefits; **Salary Grade:**C4-61

Full Salary Range:\$8,125.33 - \$10,866.39 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified supervisor position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

ABOUT THE DISTRICT

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

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De Anza College Mission Statement:

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

DEFINITION:

Under general supervision, provide overall direction and guidance to the day-to-day operations, problem solving, and decision-making regarding International Student Programs. Plan, organize and coordinate projects and assignments related to International Student Programs; provide for program reporting and accountability; train, supervise, and evaluate the performance of assigned personnel.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

1. Depending upon assignment, duties may include, but are not limited to, the following:
2. Provide overall direction and guidance to the day-to-day operations, problem solving and decision-making regarding International Student Programs; interpret and implement program policies, directives and guidelines according to district, federal and/or state guidelines.
3. Oversee, implement and evaluate services offered to international students, including admissions, orientation and retention services.
4. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
5. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
6. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.

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7. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
8. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
9. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
10. Serve as the college's Principal Designated School Official (PDSO) for visa and immigration issues.
11. Utilize SEVIS electronic tracking system as a management tool for international students; comply with all regulations governing F-1 student visas.
12. Serve as a resource and consultant and provide technical expertise and advice to the campus community and District on overseas studies opportunities, sister school relationships, faculty and student exchanges, and community and corporate based short-term training programs.
13. Collaborate with division deans, department heads and program directors on services offered that relate to international students; provide for program reporting and accountability.
14. Collaborate with external entities in the U.S. and abroad to develop, enhance and promote the visibility of International Students Programs.
15. Review guidelines, policies and instructions related to international student admissions, registration and placement with students.
16. Provide management and oversight to the Intensive Summer ESL Program.
17. Disseminate International Student Programs information to the campus community.
18. Oversee international student health insurance; collaborate with Student Health Services and Risk Management to ensure international student well being and provide assistance to students with emergencies when appropriate.
19. Oversee and conduct marketing and recruitment activities for International Student Programs, including the development and maintenance of external relationships.
20. Oversee the maintenance and confidentiality of student records.
21. Develop, implement, and evaluate program policies, procedures and protocols; document policies and procedures; maintain an updated and current policy and procedure record.
22. Assist in the development of the department budget; monitor and approve expenditures according to established guidelines.
23. Attend and conduct a variety of meetings as assigned; participate on campus and community committees promoting the needs and interests of the program; prepare agendas for meetings as appropriate.
24. Serve as primary member on related professional organizations and associations; attend professional development conferences.

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25. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Principles and practices of supervision and training.
2. Departmental procedures, practices and policies.
3. Program and employee assessments and evaluations.
4. State and federal laws and regulations.
5. Marketing, international recruiting and public relations.
6. Program development and support services.
7. Principles of student advising and counseling.
8. Crisis prevention and intervention.
9. Budget development and record-keeping, personnel selection and program evaluation.
10. Principles and practices of higher and comparative education organizations and structures.
11. SEVIS rules, regulations, procedures and protocols.
12. Visa and immigration rules governing inbound and outbound students.
13. Concepts and principles of student learning, success and outcomes.
14. Oral and written communication skills; intercultural communication skills.
15. Interpersonal skills using tact, patience and courtesy.
16. Technical aspects of field of specialty, computers and assigned software.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan, organize and coordinate a variety of programs, projects and activities related to the day-to-day functions and activities of the department.
3. Supervise and evaluate the performance of assigned staff.
4. Communicate effectively both orally, including individually and in groups with a diverse population, and in writing, including complex proposals and presentations.
5. Work cooperatively with students, staff and faculty from diverse backgrounds.
6. Supervise and/or manage a complex student services program including faculty and classifieds

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serving a diverse student population.

7. Develop and implement long- and short-term planning, marketing strategies, budget projections and strategic planning.
8. Collect, maintain and track data and statistics to conduct trend analysis, initiate enrollment management principles, and budgetary planning.
9. Read, interpret, apply and explain rules, regulations, policies, and procedures.
10. Analyze situations and crisis accurately and adopt an effective course of action.
11. Maintain records and prepare reports.
12. Make assessments of student needs and performance.
13. Strong supervisory and administrative skills.
14. Understand technical aspects and terminology of field of specialty.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to a bachelor's degree **AND** five (5) years of related work experience, including one year in a supervisory capacity.

WORKING CONDITIONS:

Environment:

1. Indoor and outdoor environment.
2. May include travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

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APPLICATION PACKET

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

For full-consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept additional, non-required materials, such as reference letters.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>. We cannot guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT

Position: Full-Time, Permanent, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be a member of the Teamsters Local 287 Union. The current union agreement can be found online at: https://hr.fhda.edu/_downloads/Teamster%20Agreement_2018-2021_FINAL_REV%2010-10-2019.pdf.

We are happy to assist individuals with disabilities who require reasonable accommodations to



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complete the employment process, provided that you notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2073?c=fhda>

Contact Information

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

Contact

Staff

Foothill-De Anza Community College District

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