# Classification Description

**Job Title:** **Director, International Education** **Pay Grade:** **Administrator**

**Job Code:** **3745** **FLSA Status:** **Exempt**

## Job Purpose

This professional, responsible position oversees the College's Center for International Education and all related initiatives, while strengthening, internationalization and global engagement at the College. The Director of International Education plays a key role in positioning the College to fulfill its mission of preparing students to live and work productively in a global society. This is a College Administrator on annual contract position.

## General Responsibilities

### Essential Functions

Develops, implements and maintains a successful strategic plan for the International Education initiatives in collaboration with College leadership.

Leads the planning and execution of all International Education efforts for the College. Leads and advisory committee to establish goals, collect performance data, and utilize data to inform improvement.

Serves as a resource to all members of the FSW community who wish to explore and learn from communities and cultures across the globe.

Collaborates with appropriate College leadership and staff in the development and acquisition of federal and state grants, in addition to institutional development efforts for the benefit of the Center for International Education.

Remains current on all issues related to study abroad programs and implements a robust assessment tool for study abroad experiences.

Acts as liaison with other Florida institutions, professional organizations, and political initiatives which will further the College's International Education efforts.

Establishes and maintains contacts with other appropriate professionals, to include individuals, groups, and service agencies; attends state, regional and international meetings, as directed.

Travels both nationally and internationally, as directed.

Establishes Memorandums of Understandings with international institutions based on pragmatic and strategic criteria.

Promotes study abroad programs, recruits and advises students, and collaborates with faculty to introduce new programing for the Center.

Prepares annual budget recommendations and maintains budgetary supervision of approved budgets for the International Education Center including, but not limited to, student trips, international exchanges, administrative exchanges and all other expenses related to the Center.

Acts as the Responsible Officer for all study abroad trips; and works with appropriate College leadership to control all risk management issues associated with all functions and activities of International Education.

Develops and completes reports and provides analysis related to International Education activities as requested.

Implements and promotes cultural events and activities across the College.

Provides oversight of the development and maintenance of web-based information related to the International Education program on the College website.

In collaboration with the marketing department, ensures the preparation and dissemination of materials promoting the International Education program.

Builds and strengthens relationships across campuses and centers in support of the Center for International Education and related initiatives.

Assists in the development and maintenance of policies and procedures associated with the Center for International Education.

Supervises assigned staff; recruits, interviews and recommends candidates for hire; prepares performance evaluations in accordance with applicable policies; recommends or arranges appropriate training as needed for staff; provides regular guidance and support to accomplish departmental objectives.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

# Knowledge, Skills and Abilities

## Minimum Qualifications

Master's degree from a regionally accredited institution of higher education.

Three (3) or more years of full-time professional experience working or studying abroad.

Demonstrated expertise in externship partnerships and networks.

Ability to independently travel, including traveling abroad, for College business.

Demonstrated commitment to academic excellence and knowledge, both scholarly and experiential, of higher education in a global context.

Demonstrated ability to provide energetic and visionary leadership, create new programs and partnerships and take both nascent and established programs to a strategic level of excellence, while holding the highest ethical and professional standards.

Engagement with professional organizations.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

## Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

## Work Conditions/Physical Demands/Special Conditions

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| Physical: | Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds. |
| Environmental: | Normal general office. |
| Mental: | Routinely requires the ability to interpret, analyze and perform critical thinking skills. |

Approved: November 7, 2017. Revised: January 11, 2021(r); June 9, 2025.