

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Director of International Education

BOT Date: Sept 25, 2002

Level: ADM07

FLSA Status: Exempt

Class Code: A0704

Adm. Rev:

GENERAL DESCRIPTION

Responsible for professional coordination of international education programs at the College. Develops proposals and serves as liaison to establish and maintain international partnerships for student work and internships.

KEY RESPONSIBILITIES

% OF TIME

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| 1. | Coordinates a process to engage College leadership, faculty and staff in making the College truly international in its primary function of teaching and supporting students; directs international initiatives. | 5% |
| 2.* | Develops format to promote active faculty participation in the development, delivery and evaluation of study abroad programs for students; facilitates international/ intercultural faculty development opportunities. | 10% |
| 3.* | Works with Director/Deans of Student Services and faculty to improve the College's recruitment, admission and support of international students and to ensure compliance with INS regulations. | 15% |
| 4.* | Participates in higher education consortia and organizations to build relationships that strengthen the College's capacity to initiate and sustain international education and training programs. | 15% |
| 5.* | Researches grant opportunities and other external funding sources. Collaborates with the College President, Cabinet, Foundation, Faculty and external partners to pursue funding and contracts. | 15% |
| 6.* | Cultivates international partnerships and linkages with higher education institutions, nonprofits, businesses and others to expand and strengthen international education and training opportunities. | 15% |
| 7.* | Assists Deans and Faculty in their efforts to infuse global perspectives into the College's curriculum; promotes recruitment of faculty with an appreciation for cultural diversity. | 15% |
| 8.* | Recommends policies and procedures to govern the College's international activities. Develops and monitors department and program/project budgets and supervises staff as appropriate. | 5% |
| 9. | Works with all segments of the College community to increase the interaction between the College and international constituencies of Hillsborough County and Florida. | 5% |
| 10. | Performs other similar and related duties as assigned. | |

* Indicates an "essential" job function.

<i>Class Title:</i> Dir, International Education	<i>Class Code:</i> A0704	<i>Level:</i> ADM07
KEY JOB REQUIREMENTS		
<i>Education:</i>	Master's Degree required.	
<i>Experience:</i>	5 to 7 years prior related work experience required.	
<i>Planning:</i>	Plans events that will occur during the year, and have effect on the department's annual expenditures, and or revenues. Scope of planning is college-wide.	
<i>Impact of Budgets:</i>	Has a major controlling/authorizing influence on decisions affecting the expense/ revenues. Has full authority to commit the work unit to a specific course of action. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Decisions:</i>	There is major responsibility for making decisions and final recommendations, which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Work is broad in scope, covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, complex problems.	
<i>Decision Making:</i>	Supervision is present to review established departmental or school objectives. Independent judgment is required to recommend objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Communications with Others:</i>	Requires regular internal contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Also requires external contacts involving considerable tact, discretion, and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.	
<i>Supervision of Others:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Requires knowledge of theories and practices of a professional field, applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of the professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.	
<i>Working Conditions/Physical Effort:</i>	Work typically is performed in an office, library, or computer room, or similar facility and typically involves sitting at a desk or table, with intermittent standing, stooping and walking. Occasional lifting of 25 lbs. or less.	