



Position Title: Executive Director of International Education
Reports To: Associate Provost for Academic Affairs
Department: International Education
Prepared By/Date: Jennifer C. Brito/4-29-09
Approved By/Date: Dr. Eduardo Padron/12-15-2009
Revised: Jennifer C. Brito/12-16-2009

Job Code: 0121
Job Group: PEC
Salary Grade: 19
FLSA Status: Exempt

Summary:

The Director of International Education is responsible for coordinating all Study Abroad Programs and activities for Miami Dade College and for fostering the recruitment of international students by working closely with campus and district personnel. Study Abroad Programs are an integral component of the educational opportunities offered to students attending Miami Dade College. These programs are designed so that students may earn college credit while they learn about various cultures and regional environments, and gain valuable travel experience.

Essential Duties and Responsibilities:

- Provides overall planning, development and administration of MDC international initiatives, including campus/programs/courses at international sites, collaborative partnerships and exchanges, hosting and educating international visitors, partnerships and exchanges, hosting and educating international visitors, preparation of grants, international marketing/recruitment, and study abroad programs.
- Oversees the development and implementation of MDC degree programs and courses at international sites
- Oversees the integration of international initiatives and identifies grant support
- Collaborates with faculty and staff in developing international programs, articulation agreements, and curriculum
- Fosters international partnerships through contact/negotiations with foreign consulates, trade and cultural centers
- Develops/maintains contacts with key consulates and trade centers in Miami, as well as embassies in Washington DC
- Monitors/implements new travel guidelines or restrictions
- Advises the College leadership on international site development, contractual partnership, and articulation matters
- Establishes and updates the plan for international initiatives, including international site development and articulation agreements
- Develops/coordinates MOUs, articulation agreements, and collaborative proposals between MDC and international entities
- Hosts international visitors in cooperation with District and Campus personnel
- Works with state and national international education organizations to expand opportunities for faculty and students
- Supervises the International Education Programs Manager and oversees related planning efforts to develop/mange Study Abroad programs
- Chairs, the CASSC International Education Committee
- Supervises all other aspects of International Education and related personnel, including the Director, International Partnerships
- Develops and monitors the overall budget for international education initiatives
- Performs other such duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of college educational philosophy and top management administrative practices and procedures.
- Leadership skills and abilities to chair and organize faculty/administrative committees.
- Excellent organizational and interpersonal skills.
- Supervisory and effective management skills.
- Knowledge and familiarity with relevant information systems, databases, and software applications.
- Ability to establish innovative and effective international high education partnerships.
- Ability to develop collaborative relationships and partnerships.
- Ability to read, analyze, and interpret common professional and technical journals, financial reports, and legal documents.
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with College and Florida Department of Education standards and guidelines.
- Ability to communicate effectively with employees, faculty, staff and community groups.
- Ability to work effectively, courteously and agreeably in a multi-ethnic/multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree and six (6) years successful experience in international programming, service, teaching, or related area.
- Must have fluency in an language other than English
- Must have ability to work a flexible schedule including evenings and weekends
- Must be bilingual.
- Must be able to travel internationally.
- Must possess outstanding oral and written communication skills

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name