

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DIRECTOR OF BI-NATIONAL AND INTERNATIONAL PROGRAMS**

#### **DISTRICT VALUES**

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

#### **DEFINITION**

The Director of Bi-National and International Programs develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the District's Binational and International Program operations that both support student success and the educational interests of the District. Develops cooperative agreements with other agencies and organizations in support of the creation and development of bi-national and international partnerships and programs. Establishes appropriate service and staffing levels and confers with the District administration and elected officials in the planning and implementation of efficient and effective partnerships, outreach, and services; fosters cooperative working relationships among District departments and various public and private groups; provides highly responsible and complex professional assistance to District administrators in areas of expertise; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the designated administrator in the Division of Student Affairs. Exercises general direction and supervision over direct and indirect reports.

#### **CLASS CHARACTERISTICS**

This is a Director classification that oversees, directs, and participates in all activities of the District's Bi-national and International Programs inclusive of International Student Admissions, including short- and long-range planning, partnership development, outreach, and administration. This classification provides assistance to the designated administrator in the Division of Student Affairs in a variety of administrative, coordinative, analytical, and liaison capacities and works in collaboration with the Departments of Outreach, Foundation and Grants.

#### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the functions of the job.*

1. Develops and executes new Bi-national and International programs and partnerships ensuring the needs of the college community are addressed and met.
2. Manages a comprehensive fundraising program which includes planned giving, public and private grants, scholarships, special events, capital campaigns, alumni, District employees and community member annual giving. Explores, develops, and writes grants to support the bi-national and international programs.
3. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the District's Bi-national and international operations that both support student success and the educational interests of the District while generating revenue; within District policy, establishes appropriate service and staffing levels; confers with the District administration and elected officials in the planning and implementation of efficient and effective Bi-national and international programs.
4. Outreach of educational institutes, organizations and partnerships.
5. Coordinates the recruitment, application and admission requirements for International Students; monitors federal regulations and District policy and procedures for the admission of international students; maintains and applies current knowledge of SEVIS federal regulations and monitors District compliance with the guidelines for issuing I-20 forms for qualified students.

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**Director of Bi-National and International Programs - *Continued***

6. Coordinates leadership for capital or endowment projects by determining viable fundraising plans, identifying appropriate donors and grant funding opportunities, determining, and implementing solicitation strategies, and assisting with dedication or public activities related to completed projects in support of bi-national and international programs.
7. In collaboration with the Foundation, identifies, cultivates, and solicits donors and grant opportunities from among community members, businesses, and foundations; coordinates strategies for the solicitation of giving; conducts ongoing cultivation of prospective donors and stewardship of current donors by maintaining a visible presence with personal visits and correspondence as well as through more generalized communication including District publications.
8. Manages and participates in the development and administration of the Department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; approves expenditures and directs their monitoring; directs the preparation and implementation of budgetary adjustments.
9. Selects, trains, motivates, and directs Department staff; evaluates and reviews work for acceptability and conformance with Department standards including program and project priorities; conducts performance evaluations; provides or coordinates staff training; coaches employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
10. Assumes accountability for the overall quality of the Department's service by developing, reviewing and implementing policies and procedures to meet requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
11. Represents Bi-national and International Programs to other District departments, the Governing Board, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues within limits of authority; works with other District departments to integrate bi-national and International Programs Services into the core of the District's mission.
12. Conducts a variety of departmental organizational and operational studies and research to respond to inquiries, recommending modifications to programs, policies, and procedures as appropriate.
13. Attends and participates in professional group meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments, trends, and innovations in the field of bi-national and International programs.
14. Prepares, reviews, and presents reports, various management and information updates, and reports on special projects as assigned.
15. Performs related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Administrative principles and practices including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and techniques of fundraising.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Strategic planning principles.

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**Director of Bi-National and International Programs - *Continued***

- Methods and techniques for the development of presentations, business correspondence, research, and reporting, and information distribution.
- Technical, legal, financial, and public relations issues associated with the management of bi-national and international programs.
- Principles and procedures for record keeping.
- Principles and practices of event planning.
- Recent and ongoing developments, current literature, and sources of information related to the operations of bi-national and international programs.
- Modern office practices, procedures, technology, and computer equipment and applications including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Spanish usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, and work standards for the department and assigned program areas.
- Develop and monitor budgets and effectively utilize resources.
- Interpret, apply, explain, and ensure compliance with applicable international, federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Develop and implement tested methods of attracting donors and grant opportunities.
- Select, train, motivate, and evaluate the work of staff; train staff in work methods and procedures.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Research, analyze, and evaluate new methods, procedures, and techniques for establishing partnerships and programs.
- Develop and manage contracts.
- Effectively administer special projects and ensure compliance with contractual agreements.
- Effectively administer a variety of District programs and administrative activities.
- Conduct effective negotiations and effectively represent the District in meetings with governmental agencies and various educational, business, professional, regulatory, and legislative organizations.
- Gather, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; evaluate alternatives and make sound recommendations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain accurate databases, records, and files.
- Effectively manage priorities in complex and diverse operational units.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Interact effectively with individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, including stressful or confrontational situations.
- Demonstrate a commitment to student success and contribute to an environment that is inclusive and promotes equity.
- Demonstrate conflict management and problem solving skills and innovative thinking.

- Demonstrate strong mediation and decision-making abilities.
- Handle multiple projects.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Communicate clearly and concisely, both orally and in writing, using appropriate English and Spanish grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

**EDUCATION AND EXPERIENCE:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with coursework in marketing, public relations, business administration, non-profit management, or related field, **AND** five (5) years of management, supervisory, and administrative experience in a related field. Spanish language proficiency desired.

**DESIRED QUALIFICATIONS:**

Equivalent to a master's degree from an accredited college or university with coursework in marketing, public relations, business administration, non-profit management, or related field.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The incumbent must occasionally bend, stoop, or kneel in the performance of work duties. The incumbent must lift, carry, push, or pull material and objects weighing from 20 to 75 pounds.

**ENVIRONMENTAL ELEMENTS**

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, and/or members of the public in interpreting and enforcing departmental policies and procedures.

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*Ralph Andersen & Associates*

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*Human Resources Division (added desired qualifications)*