

PERALTA COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT JOB DESCRIPTION
INTERNATIONAL SERVICES MANAGER

Management Salary Range 1

Job Code: 1050

CLASS PURPOSE

Under the direction of the Director of International Services and Student Support, oversees the day-to-day functions of the Office of International Education; assists in developing and implementing the International Education Program to meet the goals and objectives of the Program. Performs other related duties as required.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Develops and manages enrollment for special programs related to international education.
- Participates in international recruitment activities, which includes recommending partnerships and agreements with agents and schools both locally and internationally.
- Coordinates PCCD's study abroad programs which include overseeing study abroad proposal forms, contracts, class scheduling and program evaluation.
- Develops new programs and opportunities for PCCD students through collaboration with college administration, staff and third-party providers
- Reviews and makes recommendations to the Director regarding budget development/management, budget allocations and expenditures.
- Assists in improving student learning outcomes and program effectiveness through strategic planning and data collection.
- Acts as a liaison with 4-Year universities, including UC Berkeley Pathways to 4-Year Universities program, on behalf of students.
- Serves as a Designated School Official (DSO) responsible for interpreting applicable Department of Homeland Security immigration laws and regulations and tracking F-1 visa international students' immigration and academic status in SEVIS.
- Works cooperatively with PCCD administrators, faculty, classified staff, and students to meet the needs of international students and improve the overall work of the international education program.
- Oversees and provides leadership for the Office of International Education in the absence of the Director
- Manages the day-to-day functions of the office, including staff work assignments and projects.

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- Manages enrollment for special programs related to international education.
- Assists with the marketing analysis, feasibility studies and recruitment plans to ensure attainment of enrollment goals and to recruit students for special programs.
- Assists with the study abroad planning and risk avoidance.
- Creates and conducts staff trainings on new office procedures and technology.
- Develops programs and services to increase retention rates of international students.
- Provides recruiting materials and related services to foreign agencies, schools and other resources for International Education programs and services.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.
3. Knowledge of U.S. Immigration and Naturalization regulations.
4. Knowledge of admissions process, program development and support services.
5. Knowledge of State and Federal regulations pertaining to the admissions and enrollment of international education, including immigration and naturalization.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Possession of a Master's Degree from an accredited college or university in psychology, counseling, social science, marketing, or international relations.
- One year working in a community college or a related field.
- Familiarity with mission and goals of community colleges.
- Experience in overseas traveling.
- Experience in study abroad.
- Experience in providing assistance with immigration requirements and interaction with immigration and foreign embassies.
- Bilingual in Asian languages or Spanish language.
- Knowledge of principles and practices of supervision.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people

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PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

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