

ASSISTANT DIRECTOR, INTERNATIONAL OFFICE

Department: International Office

Reports To: Director of the International Office

Position Summary: The Assistant Director of the International Office oversees the University's study abroad program and works with the Director of the International Office to ensure the continued internationalization of the North Park University community.

Essential Responsibilities:

1. Developing a marketing plan for annual study abroad recruitment.
2. Designing and facilitating the study abroad application process.
3. Evaluating, in conjunction with selection committees, the acceptance of students to various study abroad programs.
4. Teaching the Pre-Study Abroad Seminar to accepted study abroad students each semester.
5. Maintaining communication and advising responsibilities with students who are abroad.
6. Developing and offering effective reentry events to returned study abroad students.
7. Conducting meaningful, timely evaluations of all study abroad programs.
8. Serving as primary advisor for prospective, current, and returned study abroad students.
9. Maintaining control of the study abroad emergency telephone line.
10. Overseeing the development and facilitation of short-term academic study tours.
11. Maintaining and enhancing the study abroad website.
12. Liaising with international exchange partners.
13. Collaborating with campus partners to incorporate study abroad programs into existing University curricula and policies.
14. Assisting the Director of the International Office with orientation for new international student orientation.
15. Serving as a secondary advisor to North Park's international students and scholars.
16. Assisting the Director of the International Office in the development and implementation of overarching internationalization goals for the campus community.

Essential Qualifications:

- Master's Degree
- 2-4 years of experience working in the field of International Education, preferably in the area of education abroad.
- Certification, or combined education and experience, in the areas of study abroad program development, risk management, orientation, evaluation, and curriculum integration.
- Experience with, or willingness to undertake training in, the advising and cultural adaptation needs of F-1 and J-1 non-immigrant visa holders.
- Strong organizational, communication, and time management skills.
- Understanding of the needs and assets of diverse populations.
- Willingness to engage in continuing education activities.
- Ability to undertake occasional domestic and international travel.
- Ability to work occasional night and weekend hours.
- Ability to work independently and with a team of professionals.
- Ability to handle details accurately and confidentially.
- Computer literacy in Microsoft Office suite; familiarity with data management systems (preferably Datatel Colleague) and commitment to data integrity.
- A personal commitment to, and appreciation of, the Christian mission of North Park University.
- In accordance with federal regulations, the Assistant Director must be a U.S. Citizen or permanent resident in order to serve as a Designated School Official (DSO) and Alternate Responsible Officer (ARO) with the Student and Exchange Visitor Program, a division of the Department of Homeland Security.

Effective Date: July 2012 *NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*