



**DATE ISSUED:** 10/18  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Executive Director for International Affairs

### ***JOB SUMMARY***

The Executive Director for International Affairs will provide campus-wide leadership in the development and implementation of strategic planning and programming related to international education at TWU to include: initiatives involving curricula and academic collaborations; international student success, in-bound and outbound international experiences for students and faculty; and programs that increase international student enrollment. Work is performed under the administrative supervision of the Executive Vice Provost, and performance is based on effective operations of the administrative function. Performance evaluation is conducted through the performance evaluation system and in accordance with University Policies and Procedures

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Executive Vice Provost

*Supervises:* Director of Education Abroad, Business Manager for International Affairs, Assistant Director of International Education

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Develops a strategic International Education plan in collaboration with campus constituents, academic leaders and external stakeholders.
- Provides campus-wide leadership on international student recruitment.
- Serves as Primary Designated School Official (PDSO).
- Provides campus-wide leadership and coordination for all education abroad programs.
- Develops and oversees policies and procedures governing education abroad programs.
- Oversees the planning, development and promotion of and participation in faculty-led and non-faculty-led education abroad programs.
- Manages the development and execution of international processes and partnerships in close collaboration with University Counsel, Risk Management, Undergraduate Studies

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and Academic Partnerships, the Graduate School, Enrollment Management, and others as appropriate.

- Oversees inbound and outbound international experiences for faculty.
- Cultivates TWU's international presence through targeted academic programs and collaboration, involving research, service, teaching, and other activities.
- Oversees compliance with all applicable federal, state, and university laws and policies.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.

### **EDUCATION**

Master's degree required. Doctoral degree preferred.

### **EXPERIENCE**

Five years of experience in higher education, with three or more years in international education preferred.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Knowledge of research, best practices, and emerging trends in international education.
- Ability to provide administrative leadership within area of responsibility, providing direct training and supervision needed.
- Knowledge of government regulations regarding international policies and compliance.
- Service as Principal Designated School Official (PDSO or DSO) preferred.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment based on an understanding of organizational policies and procedures, solutions, and other outcomes.

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- Ability to plan, direct, and evaluate complex operations, using human resources, time, funds, and other resources for the accomplishment of long-term goals of the institution.
- Ability to communicate effectively orally and in writing.
- Demonstrated ability to communicate effectively and work cooperatively with diverse individuals and groups in a team environment, accompanied by a strong service orientation.
- Ability to travel.
- Commitment to continued personal professional development.
- Ability to use a personal computer and other office equipment, including related University software and email.

### ***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### ***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

### ***SAFETY***

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Employee Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***