



Executive Director, International Academy

Job Description

JOB INFORMATION

<i>Job Code:</i>	133029
<i>Job Title:</i>	Executive Director, International Academy
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages employees (varied levels) across departments on a project basis.
<i>Job Family:</i>	Program Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Oversees the International Academy and the development, management and implementation of English language pathway programs for the university. Works with central administration, faculty, staff, and students to implement a strategic vision for the academy and its globally oriented programs and initiatives. Oversees the creation of policies and procedures, the development of long-term goals, and admissions, advising, academic management, immigration, operations, finance, talent management, and student services regarding international students. Advocates for the unique needs of the international population at USC, as well as those of students who are planning to continue their academic pursuits in partner schools, colleges, and universities. Partners with appropriate schools and/or departments to develop, monitor, and assess student retention plans.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree		Or
X		Master's degree	Accounting	Or
X		Master's degree	Sociology	Or
X		Master's degree	Other Education	
	X	Master's degree	Education	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		8 years	of experience in higher education, with some experience in a senior leadership role.	
	X	10 years		
	X	5 years	of experience in a leadership role in a corporate or higher education environment.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Valid U.S. passport, with the ability to travel internationally and domestically without restrictions.
X		Knowledgeable of immigration advising.
X		Demonstrated experience with higher education-specific computer application programs, and proficient knowledge of policies and procedures involving admissions and advising, academic management, immigration, operations, finance, talent management, and student services.
X		Skilled in data analytics, and project management, and in-depth knowledge of international education, and international student and scholar needs.
X		Proven ability to work with diverse populations, and experience working with international students.
X		Experience in comprehensive internationalization, education abroad, international enrollment management, and international student and scholar services.
X		Demonstrated success in the development and engagement of significant budgets.
X		Successful experience in working with faculty members, administrators and senior management.
X		Thorough knowledge of federal regulations governing the approvals for entrance of international students and scholars to the U.S. Familiarity with student services for international students enrolled in academic programs.
X		Excellent communication skills, with evidence of team-building and peer leadership.
X		Familiarity with international affiliation protocols.
X		Skilled in counseling, conflict resolution, problem-solving and decision-making.
X		Proven ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements.
X		Experience fostering an environment of trust, collaboration, transparency, and accountability.
	X	Experience teaching English as a second language.
	X	Demonstrated background in post-secondary international education, in international student services, and/or study-abroad programs.
	X	Written and verbal fluency in a second language or more.
	X	Demonstrated experience with office management communication software/tools (e.g. Google suite, Slack, Skype).
	X	Experience in social media management.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Works with university's central administration, faculty, staff, and students to develop and implement strategic vision for the International Academy and its globally oriented programs and initiatives. Creates a systematic plan to foster a truly inclusive environment across the university.				
Reports to and collaborates with the Strategic and Global Initiatives vice president, identifying actions to encourage the global literacy, awareness, and intercultural competency of all students, faculty, and staff.				
Guides the development, management, and implementation of English language pathway programs for the university, including policies, procedures, and long-term goals. Collaborates with colleagues from enrollment management, academic advising, registrar's office, student housing, and other essential administrators to ensure seamless enrollment for students to the International Academy.				
Responsible for academy communications, operations, compliance, finance, student services, immigration, and talent management. Mentors, delegates, and empowers staff to oversee and be accountable for their respective areas.				
Leads the academy's data collection, management, and planning efforts. Oversees faculty recruitment, development, curriculum, diagnostics, and cross-campus planning and collaboration for the academy's specialized programs and services offered. Collaborates with university academic and key administrative offices to				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
solicit input, obtain data, and ensure the quality of reporting. Implements data-driven strategic and operational planning to increase student retention and completion rates, enhance program initiatives, and develop co-curricular opportunities.				
Collaborates with marketing and international recruitment to create meticulous communication plans. Cultivates and builds strong, productive relationships with international partners, growing the university's international visibility and reputation. Manages university relations, including foreign government offices, consulates, and international universities. Hosts incoming short-term language/culture immersion programs. Initiates and confers external relationships with stakeholders to support the International Academy's goals for innovation, enhancement, and synergy.				
Oversees partnerships with schools and academic programs across all university campuses, planning and delivering program requirements so that international students may achieve their academic goals.				
Leads global faculty development and institutional initiatives, and has oversight of various accreditation activities and select university ceremonies. Ensures the academy meets requirements set forth by both the university and relevant regulatory agencies.				
Represents the International Academy internally and externally. Serves on task forces and committees that focus on campus internationalization, international student success and opportunities for the development of high-impact practices. Attends events for relevant university programs, and serves on committees supporting relevant initiatives. Participates in key meetings related to retention and completion rates, program development, and academy-related issues. Assists senior leadership in fostering diversity in committees, as appropriate.				
Exercises judgment in selecting academy methods, techniques and evaluation. Partners with appropriate schools and/or departments to analyze data critical to developing, monitoring and assessing student retention plans, and participates in the development of appropriate reports as requested and/or determined by senior leadership.				
Develops and oversees the implementation of all academy programs, processes, and communication plans. Explores and addresses the adequacy and consistency of course availability, academic advising and financial-aid packaging to support retention plans.				
Maintains awareness, knowledge, and compliance with any changes within legal and regulatory environments, as well as university and departmental policies and procedures, which may affect operations. Participates in ongoing professional development to remain current and engaged in the field through association with NAFSA, The Forum on Education Abroad, AIEA, and AAC&U. Establishes and maintains appropriate network of professional contacts and memberships with any appropriate professional organizations and publications. Attends meetings, seminars and conferences, and maintains continuity of any required or desirable certifications, if applicable. Ensures senior management and staff are informed of any changes and updates in a timely manner.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date

_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.