



Graduate/International Student Services Director Job Description

JOB INFORMATION

<i>Job Code:</i>	137215
<i>Job Title:</i>	Graduate/International Student Services Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Academic Review/Counseling
<i>Job Family Group:</i>	Academic Advising and Career Counseling
<i>Management Level:</i>	6 Supervisor

JOB SUMMARY

Directs the graduate and international student services functions for the university. Includes recruitment, applications processing, admissions, financial aid, and transfer credit and evaluation for international and graduate students.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Managerial experience in a university setting.
X		Extensive knowledge of admissions and financial aid policies/procedure.
X		Extensive experience in evaluating overseas academic credentials.
X		Knowledge of domestic and international education, current world politics, and world cultures as they affect domestic and international applicant pool.
	X	Extensive experience working with international officials and cultures.
	X	Experience with complex computer systems and multi-cultural perspectives.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Strong oral and written communication skills.

Other Job Factors

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JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs the coordination and processing of domestic and international graduate applications, international undergraduate applications, and new and continuing graduate financial aid applications. Works with counterparts in financial aid and domestic admissions to coordinate efforts and ensure compliance with applicable internal policies and external regulations. Develops short and long term plans and strategies and ensures that subordinate managers develop goals and strategies which are integrated with overall plans.				
Plans, develops, administers, and evaluates international graduate and undergraduate recruitment and domestic graduate recruitment. Represents the university overseas and at domestic graduate student forums.				
Develops admission and transfer policies for all countries of the world. Monitors, updates and reevaluates international markets. Monitors changes in the educational systems and educational testing for all countries. Recommends related policy changes to the graduate school, appropriate administrators and faculty committees.				
Directly or indirectly manages all assigned staff through subordinate managers and supervisors. Recruits, screens, hires, and trains staff. Counsels, disciplines, and/or terminates employees as required. Reviews and approves salary administration practices including raises, promotions, and reclassifications. Approves professional training and development opportunities for staff.				
Plans, develops, and manages unit's budgets determining fiscal priorities and allocating funds accordingly. Approves or disapproves major expenditures and recommends budget amendments as appropriate. Monitors the budget performance of subordinate managers and ensures variances are explained and corrected as needed. Provides financial analyses, projections and reports to support budget development and management.				
Serves as university's primary liaison to foreign embassies and other foreign associations regarding admissions processes and policies. Liaises with Student Administrative Services and university departments to guide, assist, and monitor the admissions of graduate students in accordance with University policies.				
Participates in the development and administration of Graduate School operational and academic policies and procedures and information systems. Maintains currency on University policies and procedures and agency regulations pertaining to admissions and financial aid. Ensures staff are informed of changes and updates.				
Serves on university committees and task forces pertaining to graduate admissions, international undergraduate and graduate admissions, and graduate financial aid. Acts as key resource for faculty committees and administrators shaping policies on international education at the university. Chairs the Admissions and Financial Aid Graduate Forum to facilitate the flow of appropriate information across campus. Establishes and maintains appropriate network of professional contacts. Represents university and/or unit, as assigned or appropriate.				
Participates in graduate school's short-term and long-range strategic planning.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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/			No

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.