

POSITION POSTING

POSITION: Director of International Admissions and Services
REPORTS TO: Vice President for Enrollment Management
DATE POSTED: June 12, 2017
DATE AVAILABLE: Immediate
REQUISITION NUMBER: 2017348

Summary/Objective: This posting is for a full-time, 12-month, 40+ hours per week, exempt position. This position provides the administration and management of international student recruitment, admissions and services.

Required Education and Experience:

1. Bachelors' degree in International Business or a related field.
2. Minimum of three years' experience in international recruitment and/or education.
3. Strong public speaking, technology and social media skills.

Preferred Education and Experience:

1. Knowledge of and experience with marketing, sales and supervision encouraged.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Administration

1. Manage an international general budget, recruitment budget and programming budget.
2. Oversee the International Admissions and Services staff.
3. Travel internationally and domestically to recruit and serve as a University of Findlay ambassador.
4. Thoroughly vet international agents and, when applicable, award international agent contracts.
5. Provide oversight and coordination, in collaboration with domestic admissions and the Oiler Success Center, for three main orientation sessions per year in addition to two Block II mini orientations.
6. Evaluate all areas of international admissions and services on an on-going basis.
7. DSO (Designated School Official) – Extensive knowledge of international admission guidelines and immigration rules and regulations.
8. Address University compliance issues in regards to SEVIS (Student Exchange Visitor and Information Services).
9. Communicate with Department of State and INS government officials as needed.
10. Communicate with Embassy officials when requested.
11. Report international admission trends and statistical information to the administration. Prepare fiscal reports as needed as it pertains to international student income generated issues.
12. Assist the Office of Alumni Relations maintaining positive relationships with international alums.
13. Serve on University committees and advisory boards, as needed.
14. Attend Six Discipline quarterly planning meetings and manage Six Discipline goals and updates for International Admissions and Services.
15. Responsible for on-going assessment as required.

International Admissions

1. Provide admission requirements and general information for international admissions to students and contacts abroad.

2. Work directly with the Office of Marketing and Communication to develop and administer a comprehensive marketing and communication plan for unique markets.
3. Review admission decisions with the appropriate personnel when needed.
4. Assess ways of streamlining the application process from start to finish on a regular basis.
5. Work with the Assistant Director of International Admissions/SEVIS Coordinator to ensure a timely turn-around time for applications.
6. Assume the responsibility as The University of Findlay's liaison representative in the interpretation of admission requirements and decisions to all international student agents/contacts.
7. Supervision of all government sponsored programs and management of reporting required.

International Student Recruitment

1. Responsible for overseeing international correspondence to overseas agents/contacts.
2. Responsible for vetting and supervising training of agents.
3. Responsible for developing and implementing a comprehensive international travel and recruitment plan complete with macro and micro level goals.
4. Plan and organize all recruitment fairs and special receptions hosted by agents/contacts abroad.
5. Oversee local arrangements for visiting international recruiters. Must be willing to host recruiters in order to promote The University of Findlay (i.e.: meetings, dinner, travel to airport, etc.).

Professional Development

1. Responsible for overseeing the administrative duties of the Office of International Admissions and Services.
2. Participate on division-wide and University committees as requested.
3. Attend Enrollment Management meetings with the VP for Enrollment Management.
4. Attend professional conference(s) as needed/when appropriate.
5. Attend state meetings required for continuous growth in international issues and concerns.
6. Expect continual and periodic evaluation from the Vice President for Enrollment Management.
7. Perform all other tasks deemed necessary by the Vice President for Enrollment Management.
8. Provide open communication lines between students, staff and administration.
9. Perform all other duties as appropriate for the position.

Competencies:

1. Strategic Thinking.
2. Problem Solving/Analysis.
3. Financial Management.
4. Project Management.
5. Communication Proficiency.
6. Personal Effectiveness/Credibility.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel:

A valid US Drivers' license with a safe driving record is required, and the energy and ability to travel domestically and internationally. Some overnight travel is expectations of this position.

The Office of Human Resources will accept complete applicant files for Requisition Number 2017348 until the position is filled. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer
Male/Female/Disabled/Vet.