

Director

Recruitment #:	S2318
Review Date:	Immediate review Open until filled
Department:	Office of International Education & Development
Salary Rate:	\$53,738 - \$63,221

Position Summary:

The Director of the Office of International Education and Development assists international students with all aspects of their visa status, primarily within the Department of Homeland Security's Student Exchange Visitor Program (SEVP) and United States Citizenship & Immigration Services (USCIS). In addition to issuing and maintaining immigration/visa support documents, this position coordinates admissions, orientation, and support services for international students, coordinating between various campus stakeholders (Admissions, Registrar, Student Health and Counseling, etc.), as needed.

The mission of the Office of International Education and Development (OIED) at Western Oregon University is to promote the concept of internationalization across the campus, and to support and enhance international students' academic, cultural, and social interaction at Western Oregon University. OIED is responsible for International student recruitment, admission processing, on-campus orientation, immigration advising and counseling, academic support, and on and off-campus activities.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Minimum Requirements:

- Master's degree **or** bachelor's degree with 3+ years' experience working with international college students in the US.
- Minimum of 1 year of work experience in international education or related fields.
- Demonstrated commitment to diversity, equity, and inclusion.
- Excellent interpersonal and communication skills.
- Occasional weekend and evening hours will be required.

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - unclassified/faculty

2. Cover Letter that addresses your qualifications for the position.
3. Resume
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

Additional Application information:

Contact information for three professional references will be requested from finalists.

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.