

## Position Description - Unclassified

### Position Status:

Position Title		Position Number
Director		E99296
Appointment (9 mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 months	Ongoing	Office of International Education & Development
Position Type		FLSA
Full-Time (Unclassified)		Exempt
Reports to		Reports to Position Number
Director of Student Success & Advising		E99823
Incumbent		University ID #
TBD		

### Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.
<p>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' and scholars' 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.</p>
B. Describe the purpose of this position and how it functions within this program.
<p>Reporting to the Director in Student Success &amp; Advising, the primary purpose of this position is to provide overall administration of the Office of International Education and Development, including international recruitment, admissions, immigration, and student support.</p>

### Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
50%	<p><b>Coordinate Programs and Services for International Students</b></p> <ul style="list-style-type: none"> <li>• Advises international students in F-1 and J-1 status on immigration regulations. Serves as a Primary Designated School Official (PDSO) and Responsible Officer (RO).</li> <li>• Processes and maintains student records in SEVIS, institutional databases, and student files.</li> <li>• Coordinate and lead international student orientations.</li> <li>• Advise and support international students, particularly as it relates to immigration status.</li> <li>• Teach 2 credit International Student Success seminar.</li> </ul>

25%	<p><b>International Student Recruitment &amp; Admissions</b></p> <ul style="list-style-type: none"> <li>● Serve as the primary point of contact for international student recruitment.</li> <li>● Ensure that applicant inquiries and applications are processed accurately.</li> <li>● Review international student admission applications and render admissions decisions.</li> <li>● Collaborate with academic units and the Registrar to complete transfer articulations for international coursework.</li> <li>● Primary responsibility for interfacing with Shorelight and other external partners to increase international student recruitment.</li> </ul>
15%	<p><b>Oversee OIED Staff and operations</b></p> <ul style="list-style-type: none"> <li>● Hire, train, and supervise a .5 FTE Office Specialist as well as 2-3 student staff</li> <li>● Monitor and manage OIED budget</li> <li>● Authorize the purchase of equipment and supplies</li> </ul>
5%	<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>● The Director will attend (with the approval of their supervisor) conferences and workshops to facilitate professional development, particularly as it relates to maintaining knowledge of changes in federal regulations.</li> </ul>
5%	<p><b>Service to the office, division, and university</b></p> <ul style="list-style-type: none"> <li>● Represent OIED at events, committees, meetings, etc., often in collaboration with campus partners and stakeholders</li> <li>● Actively work to ensure an inclusive, accessible, and welcoming environment for all staff and students</li> <li>● Other duties and special projects, as assigned.</li> </ul>

**B. Required Qualifications**

*List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.*

- 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.

**C. Preferred Qualifications**

*Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.*

- 1 or more years of experience as DSO and F-1 international student advisor.
- Knowledge of SEVIS and USCIS rules and regulations.
- Experience and/or knowledge of study abroad.
- Bilingual or experience working with second language learners.

**D. Knowledge Areas**

*List the major areas of knowledge that are required to perform the duties of this position.*

- Knowledge of SEVIS and USCIS rules and regulations.
- Ability to form and maintain effective relationships with students and colleagues.

**Budget Authority:**

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

X	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$ 196,616
	Delegated authority to monitor budget	\$
	Limited approval authority for purchase	\$
	Purchase only with higher level approval	\$

**Supervisory Authority:**

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

X	Hire	X	Assign Work
X	Transfer	X	Recommend salary adjustments
X	Discipline	X	Approve requests (i.e. leave)
X	Dismiss	X	Respond to complaints/grievances
X	Layoff	X	Conduct performance assessments
X	Promote	X	Give Direction

**Positions Supervised:**

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff	1	.5
X Unclassified staff		
X Student Employees (average per term)	3	
Other (specify)		

**Decision Making Authority:**

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

The Director must possess an ability to make decisions on budget allocations and strategies; make decisions in program planning and efficiency; make decisions pertaining to the hiring and supervising of classified staff.

**Additional Information:**

List any additional information that would help describe the nature of the position.

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		