

Title

Director, International Student Enrollment Management

Summary Description

The Director of International Student Enrollment is a temporary management position, reporting directly to the Chancellor of the District. The position is responsible for the development and implementation of a strategic international enrollment management plan, as well as daily oversight of the operations related to international recruitment, admissions and enrollment, including but not limited to: recruitment, prospect management, application processing, admissions decisions, evaluation of foreign academic credentials, English language proficiency and effective use of information systems and technology.

Desired Qualifications

- Master degree in international education, international affairs, management or related field
- Experience with international marketing, recruiting, and/or strategic enrollment management in a higher educational institution
- Knowledge of best practices in the field of international recruitment and admissions, educational systems in Non-US countries, ESL programs, Student & Exchange Visiting Scholar Information System (SEVIS), US Citizen & Immigration System (USCIS)
- Experience with website development and data management
- Outstanding spoken and written communication skills
- Fluent in one or more foreign languages

Duties and Responsibilities

- Develop and implement a strategic international enrollment management plan
- Develop policies on international recruitment, admissions and retention
- Develop new market contacts, programs and agreements with overseas and domestic educational advisors and agencies
- Develop online and printed marketing materials and materials on international admissions
- Oversee daily operations of international recruitment, admissions and enrollment
- Coordinate international recruitment efforts with internal and external entities
- Recruit international student both inside and outside of the U.S.
- Train enrollment personnel and others in the campus community regarding international admissions, evaluation and other international topics
- Promote international and multicultural understanding on campus and in the community