

# Job Announcement

<b>Job Title:</b>	Assist. Director of International Student Services & Programs (Administrator I)		
<b>Job ID:</b>	12769		
<b>Full/Part Time:</b>	Full-Time		
<b>Regular/Temporary:</b>	Regular		
<b>Job Code:</b>	3318	Administrator I	
<b>Job Grade:</b>	Range A		
<b>Department:</b>	International Student Services		

## Overview

As an administrator in the Division of Academic Affairs, the Director of International Student Services and Programs (ISSP) provides strategic leadership for the development, operation, and administration of a wide range of international student services at Fresno State. The incumbent has administrative oversight for international student advising, international admissions, international student orientation, and cultural programming. The incumbent will manage a staff of six full-time employees and three part-time employees.

The incumbent reports to the Assistant Vice President for International Affairs (AVPIA) and is expected to exercise good judgment in working independently.

## Compensation

The salary is competitive and is negotiable depending on the strength of qualifications. This is a CSU Management Personnel Plan (MPP) position with an attractive benefits package which includes but is not limited to: a vacation accrual rate of 16 hours per month; 12+ paid holidays; excellent choice of medical, dental and vision insurance, long term disability coverage, life insurance; and retirement benefits.

## Position Summary

Perform a wide range of managerial responsibilities across the operational areas that make up ISSP, including hiring, training, evaluating, and mentoring ISSP staff;

Promote professional growth, team work, and strong ethics within ISSP;

Direct all international (non-immigrant) admissions processing in concert with affiliated Fresno State offices and departments;

Oversee the processing, administration, and issuance of all admissions and immigration documents issued by Fresno State;

Direct and administer a wide range of student support services including international student orientation, international student advising, leadership development, and retention.

Ensure institutional compliance with the Department of Homeland Security, Department of State, and Student and Exchange Visitor Program (SEVP) regulations governing international students and exchange visitors;

Serve as a Designated School Official (DSO) and as an Alternate Responsible Office (ARO) for the institutions Exchange Visitor Program;

Implement and ensure compliance with a wide range of campus and system policies, executive orders, coded memorandums, legal statutes, and local, state and federal regulations;

Actively advocate for international students across campus;

Represent international students and ISSP staff on university-wide committees;

Develop and oversee cultural integration programs including; International Education Week, International Culture Night, International Commencement Celebration, and related activities;

Collaborate with the Office of Student Involvement in order to cultivate and expand student clubs and organizations involved in international activities;

Lead ongoing efforts to identify and implement best practices within ISSP;

Provide assistance to AVPIA on research and special projects such as nationwide statistical reports, alumni development, and event planning.

## **Qualifications**

### **Education and Experience:**

- An earned master's degree from an accredited institution of higher education relating to international education;
- Four years progressively responsible experience in an international programs environment;
- Experience administering an Exchange Visitor program;
- Experience studying, working, or living abroad; and,
- Experience in an academic leadership role.

### **Knowledge, Skills & Abilities:**

- Excellent communication and interpersonal skills with diverse population
- Knowledge of and experience with regulations governing international students and scholars;
- Working knowledge of SEVIS;
- Demonstrated knowledge of best practices and experience in international student advising
- General knowledge of and skills in administrative principles, practices & methods

### **Preferred Skills:**

- Knowledge of the California State University system; and
- Ability to work within a collectively bargained work environment;
- Proficiency in one or more foreign languages

### **Filing Deadline**

Applications received by Nov 19, 2015 will be reviewed for minimum qualifications and given full consideration by the hiring manager and/or search committee. Qualified applicants received after that date will be forwarded upon request to the hiring manager and/or search committee.

### **Application Procedures**

Individuals interested in being considered for this position should submit an on-line application and attach the following supporting documents: 1) resume, 2) letter of interest which includes a narrative detailing how the candidate fulfills each of the required and preferred items listed under Qualifications, and 3) names, email addresses and telephone numbers of three references who can provide current assessments of the candidate's qualifications for the position.

Pursuant to Executive Order 883, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual's request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

### **How To Apply**

To apply for this or any open position at Fresno State visit our online employment site at:  
<http://jobs.csufresno.edu/>

### **Other Requirements**

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual's eligibility to be employed in the United States.

A background check (including a criminal records check) must be satisfactorily completed (as determined by the CSU) before any candidate can be offered a position with the CSU. Failure to satisfactorily complete or pass the background check may be the basis for rescinding an offer of employment and/or affect the continued employment of current CSU employees who apply for posted positions identified as sensitive.

California State University, Fresno annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Fresno State, and on public property within, or immediately adjacent to or accessible from the campus. The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department or by accessing the following web site: <http://www.fresnostate.edu/adminserv/police/clery/index.html>

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. You can obtain a copy of this Executive order by accessing the following web site: <http://www.calstate.edu/eo/EO-1083.html>

This position may be a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

### **Other Applicant Information**

Applicants will receive confirmation of receipt of their application materials via automatic email reply. In addition, qualified applicants will receive email notification at the conclusion of the recruitment process.

This is a full-time management position covered by the California State University Management Personnel Plan. Under this plan, employees are subject to management reviews and serve at the pleasure of the University President of that campus.

### **Equal Employment Opportunity**

The California State University, Fresno is committed to maintaining and implementing employment policies and procedures in compliance with applicable state and federal equal employment opportunity laws and regulations. Executive Order 883 prohibits discrimination and Executive Order 927 prohibits harassment, on the basis of a protected status: race, color, religion, national origin, ancestry, age, sex (including gender identity, per HR 2004-12), sexual orientation, marital status, pregnancy, mental disability, physical disability, medical condition and covered veteran status. Retaliation against individuals for complaining about these proscribed conduct, opposing such conduct, or participating in an investigation or proceeding involving such conduct is prohibited by both executive orders.

Further, the California State University, Fresno's statement of commitment to equal employment opportunity principles is also found in the various collective bargaining agreements.

### **IMPORTANT NOTICE TO APPLICANTS**

Thank you for your interest in a non-faculty position at Fresno State. Please note that with the exception of designated sensitive positions, applicants selected for an interview are required to respond

within 72 hours to an important question regarding a conviction history. Failure to respond within this timeframe will subject you to elimination for further consideration. As a Fresno State applicant, you are responsible for checking and responding to this email within the required deadline.

### **General Information**

California State University, Fresno is one of 23 campuses in the California State University System. The University's mission is to offer high-quality educational opportunities to qualified students at the bachelor's and master's levels, and in certain applied disciplines, at the doctoral level. The current student enrollment is approximately 23,000, including a large percentage of students with diverse and

culturally rich backgrounds. The University serves the San Joaquin Valley while maintaining deep involvement with the state, nation, and world. California State University, Fresno promotes student learning and community engagement through faculty scholarship and service learning opportunities in collaboration with community organizations, educational institutions, industry, business and government. The University was one of the first U.S. Colleges and Universities to be selected by The Carnegie Foundation for the Advancement of Teaching for its Community Engagement Classification.

Metropolitan Fresno, with a multi-ethnic population of over 600,000, is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon and Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing, lakes, and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.