

International Education Programs Manager

Category: Management

Job Summary

The role involves handling everyday departmental operations related to immigration, academic, and support services for both international and domestic students, as well as exchange and international visitors. This position also entails addressing queries from college departments, the community, and external bodies, and overseeing the work of academic and administrative professionals, technical/support staff, and student employees.

Distinguishing Characteristics

The International Education Programs Manager effectively implements and oversees policies and procedures, focusing on delivering international education services to international students. This role emphasizes managing and enhancing educational offerings to a global student body.

Typical Duties and Responsibilities

1. Oversees international education programs, including student advising, admissions, retention, orientation, and compliance with government initiatives.
2. Ensures adherence to college policies for international programs, collaborates with external agencies, and manages statistical reporting.
3. Manages the budget and monitors expenditures for international education services.
4. Supervises academic, technical, and student staff, handling hiring, training, evaluation, and disciplinary actions.
5. Involves in policy development, strategic planning, and ensuring record confidentiality for international education programs.
6. Implements and ensures compliance with policies and procedures supporting international education operations.
7. Participates in committees at the campus and district levels and with international associations.
8. Acts as a liaison for student services, ensuring effective service delivery and professional event execution.
9. May perform a range of duties related to international education as assigned.

Minimum Qualifications

A Bachelor's degree in education, administration management, a social science, linguistics, or a related field is required. However, relevant experience can be considered as an equivalent to the degree, with each year of experience substituting for a year of academic qualification.

The role requires three years of progressively responsible experience in the relevant field, including at least two years in a supervisory capacity. Can speak Ukrainian, English and Chinese proficiently.

Skills in

- Supervising Subordinate Staff: Overseeing and guiding junior employees in their roles.
- Implementing and Monitoring Policies: Establishing and tracking adherence to organizational protocols and workflows.
- Preparing Operational Reports: Creating various reports, including statistical analyses, related to organizational activities.
- Interpreting Legal Regulations: Understanding and applying relevant laws, rules, and regulations to organizational operations.
- Developing Operational Documentation: Crafting policies, manuals, guides, and related materials for organizational use.
- Advising International Students: Providing guidance to students from abroad on educational matters.
- Managing International Admissions: Overseeing the process and procedures for admitting international students.
- International Student Activities Management: Organizing and supervising activities for international students.
- Working with Diverse Backgrounds: Engaging effectively with individuals from various academic, cultural, and ethnic backgrounds.
- Utilizing Computer Technology: Employing technology for communication, data collection, and reporting.
- Effective Communication: Conveying information clearly and effectively, both orally and in writing.

To Apply

We will discuss salary details during the interview after receiving your resume.

If you are interested in this position and believe you meet the above requirements, please send your resume to info@risenicec.org. We look forward to you joining us in providing quality education to students worldwide.