COLLEGE of the CANYONS
SANTA CLARITA COMMUNITY COLLEGE DISTRICT
announces an employment opportunity for

Director, International Services and Programs
An Educational Administrator Position

Review Date: May 1, 2015

Position Number: ACA14-191

“BIG PICTURE” RESPONSIBILITY
Under the direction of the Dean, Enrollment Services, the Director of International Services and Programs provides administrative supervision and oversight for the International Services and Programs department, recruits students through a variety of strategies, and serves as the designated official for the U.S. Department of Homeland Security for the District. Provides support services for international students while providing assistance in the creation of a culturally diverse campus community. Manages, coordinates, develops, and executes a variety of projects, responsibilities and duties related to the International Services and Programs department. Within the scope of this position, new responsibilities may be added or deleted based on District and community needs.

ESSENTIAL DUTIES
1. Provides district-wide leadership and coordination for the International Services and Programs department, including the development of needed policy and procedures.
2. Provides leadership for development of a district-wide strategic plan for international students, services and programs.
3. Coordinates outreach and recruitment efforts including the utilization of overseas agents, local contacts, faculty recruiters, and current students.
4. Works with Instruction, non-credit, ESL, and English language schools to build relationships leading to the enrollment of international students.
5. Provides technical support for short term instructional programs assisting international students to reach their educational goals.
6. Responsible for the promotion and marketing of the college image and International Services and Programs world-wide, including the development and management of the web portal and newsletter.
7. Establishes and maintains liaison with other community colleges, four-year colleges and professional organizations for the purposes of recruitment and to coordinate policies and procedures on the international students program.
8. Interprets and applies state and federal laws, rules, regulations and District policies relating to international students. Acts as the Primary Designated School Officer (PDSO) under guidelines established by the United States Department of Homeland Security.
9. Responsible for, in conjunction with the Dean of Enrollment Services, the fiscal management of International Services and Programs.
10. Maintains an efficient system for determining student visa and residency status, enrollment, counseling and other support services for students participating in International Services and Programs.
11. Analyzes and reviews budget and financial data; monitors and authorizes expenditures in accordance with established guidelines.
12. Coordinates and oversees audits, compliance reviews and account reconciliation and ensures institutional compliance with relevant regulations, codes and statutes.
13. Reviews, determines and notifies the international students in the program of their official immigration status in accordance with the U.S. Department of State.
14. Attends meetings, conferences, trainings and other activities and events to stay informed of policy changes and best practices related to the management of an international students program.
15. Supervises, coordinates, and evaluates the performance of assigned personnel.

This position is a high priority for our district for the 2015-16 year, and is contingent upon continued available district and state funding.
16. Leads the International Services and Programs Advisory committee. May serve on campus-wide committees relevant to the program such as the Student Services Management Team, Student Services Division meetings, Management Advisory Council, College Planning Team, Professional Development Committee and numerous others as required.

17. Advises the Administration, Faculty and Staff regarding cultural issues vital to providing support services to international students.

18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS
(Requirements 1 and 2 must be met in order to qualify for the position):

Education (Requirement #1):
Possession of a master's degree from an accredited college or university in a discipline reasonably related to the assignment; (See our website for evaluation requirements for units and degrees earned at foreign institutions)

Experience (Requirement #2):

I. Option #1
Two (2) years of academic administrative experience in an institution of higher education reasonably related to the assignment OR

II. Option #2
1. A minimum of two (2) years of successful leadership experience reasonably related to the administrator’s assignment; AND
2. A minimum of one (1) year of successful experience providing leadership for a major district-level initiative/program; AND
3. Completion of a leadership training program of at least one (1) semester in duration.

DESIRABLE QUALIFICATIONS
- Demonstrated successful experience using data, surveys and student/community input to develop new and revise existing policy and procedures.
- Demonstrated successful experience meeting deadlines. Demonstrated ability to plan and establish structures, systems, and processes to reach goals and objectives with initiative and to completion.
- Demonstrated successful experience acquiring program or institutional resources and facilitating partnerships between local and regional business and industry groups and the campus community.

DEMONSTRATED KNOWLEDGE AND ABILITIES:
- Knowledge of the mission of California Community Colleges;
- Ability to understand the United States Immigration regulations and processes pertaining to the study of international students in the United States of America;
- Ability to relate well and work effectively with students, faculty, staff and business and industry representatives of diverse backgrounds to achieve the college’s strategic goal of being an entrepreneurial college;
- Demonstrated ability to work effectively in a participatory manner with all segments of the college community and community at large;
- Proficiency in applying technological applications to daily responsibilities;
- Ability to lead, implement and manage change;
- Ability to interpret and uniformly implement district policies and procedures and the college bargaining agreements;
- A commitment and sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff as well as commitment to integrating diversity in the College’s instructional program;
- Commitment to universal access for all populations;
- A heightened sense of integrity, high energy, devotion to collegiality and civility as the accepted mode of discourse, and an exceptional level of creativity and initiative;
- Ability to manage and direct a staff with diverse responsibilities and simultaneous projects in a team environment and achieve conflict resolution; and
- Ability to communicate effectively and persuasively orally, in writing, and using technology.

PERSONAL AND PROFESSIONAL COMPETENCIES
Every administrator with the College is expected to be:
- A creative, innovative, energetic instructional leader, a technologically sophisticated professional who is skilled in various technology applications;
- A leader who possesses interpersonal skills and qualities, including optimistic attitude, creativity, ambition, sensitivity, honesty, integrity, fairness, flexibility, a sense of humor, and an entrepreneurial nature;
- Committed to continued improvement; a visible, accessible leader who encourages and acknowledges the contributions of others, who is willing to be a risk taker and create an environment that is open to new ideas;
- A supporter of consistent and on-going professional development initiatives, in pursuit of the college’s strategic goals;
- A capable planner who can systematically allocate resources to further institutional goals, evaluate the results of the allocations, and develop strategies for continued development; and
- A skilled leader adept in planning for the emerging needs of an entrepreneurial nature.

SALARY PLACEMENT
This 12 month per year Educational administrator position will be on an individual contract and exempt from overtime and compensatory time accumulation. Salary placement will be negotiated and will be commensurate with qualifications and experience. An excellent benefit package including medical, vision, dental, life and Section 125 is offered.

PHYSICAL CHARACTERISTICS
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; reaching, bending, kneeling, crawling and stooping; frequently exert 10-20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; and travel from site-to-site.
CONDITIONS OF EMPLOYMENT
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
Board of Trustees approval.
Official, sealed transcripts are required upon offer of employment.
Position is contingent upon funding and is subject to change.

EQUAL EMPLOYMENT OPPORTUNITY
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.
Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT
College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 19,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District.
College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2014-15 academic year marks the 45th year of the college’s service to Santa Clarita Valley communities.
The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 million since 2001. The college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.
The college boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
APPLICATION AND SELECTION PROCESS
Applicants are encouraged to complete their applications online at www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- A completed District ACADEMIC application.
- A list of six (6) references, with their names, titles, business and home telephone numbers. The list should include two (2) current and two (2) former supervisors, one (1) subordinate, and one (1) community or business representative. All references (except for former supervisors) must be within the last five (5) years. References will not be contacted without the applicant’s knowledge.
- A current detailed resume, summarizing education and experience.
- Letter of interest (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties, the demonstrated knowledge, and the abilities section of this announcement. Provides specific details and examples of your direct leadership in achieving the list of minimum and desirable requirements for this position.
- Copies of complete and legible college transcripts clearly indicating all college units earned and any degree awarded. Submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- Three (3) current letters of professional reference that clearly describes why you are a strong candidate/good fit for this position based on the job description. Letters must be addressed directly to College of the Canyons, signed and dated (no fancy font signatures).
- Confidential Recruitment Source Sheet (optional).

Please note:
- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- A presentation will be required for those candidates selected for an initial interview.
- Current COC employees who are applying for this position: Please be aware that materials from your personnel file are not included as part of the application file; therefore, please provide the same requested application materials as any other applicant.
- Applicants are encouraged to apply online. If you need assistance with the application process, contact:
  Human Resources Office
  (661) 362-3427
  TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews the week of June 1, 2015 and conduct final interviews the week of June 8, 2015. This is an estimated timeline, and is subject to change.

Position is offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.

COLLEGE OF THE CANYONS
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu