



## Savannah State University Position Description – Director of International Education Center

### ***POSITION DESCRIPTION***

Position Title: Director of International Education Center FLSA Status: Exempt  
Reports to: Vice President for Academic Affairs  
Division: International Education  
Date Prepared: August, 2010

### **BASIC FUNCTION**

The primary responsibility of the Director of International Education Center is to promote activities that enhance the international and intercultural experiences of Savannah State University student; direct, lead, and facilitate the effective management of the day-to-day administrative operations of the Office of International Education.

### ***NATURE & SCOPE***

Facilitates the internationalization of the campus community by sponsoring cultural events, lectures series and exchange programs. Coordinates the study abroad programs and monitor services provided to international students. Assists foreign faculty in their applications for VISAs . In addition, serves as the liaison between Savannah State University and the various foreign universities with memorandum of understandings. Interpreting federal regulations and guidelines on VISA processes and applications. Notifies and updates the University about changes in federal regulations. Maintains a database of information VISA applications in compliance with federal requirements. Reporting to the Vice President for Academic Affairs, perform the vital functions relating to international education, also serving as a professor teaching a minimum of two courses per semester.

### ***PRINCIPLE ACCOUNTABILITES***

1. Directs and manage all aspects of VISA applications for employees.
2. Oversees the training, supervision, and evaluation of International Education staff.
3. Direct and coordinate liaison with federal and state agencies, ensuring compliance as stated in the federal registry.
4. Facilitates consultation with faculty and academic staff and administration regarding VISA applications and submissions, ensuring consistency and conformity with agency requirements.
5. Performs additional and miscellaneous job-related duties as assigned by the Vice President for Academic Affairs and President.

### ***SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES AND/OR COMPETENCIES REQUIRED:***

The Director of International Education Center works closely with the VP for Academic Affairs to develop operating policies and procedures in compliance with those of federal and state agencies and assist faculty and academic staff with VISA administrative procedures.

### ***EDUCATION AND EXPERIENCE REQUIRED:***

An earned doctorate in an academic discipline with an academic and scholarly achievement to be eligible for an appointment as a tenured professor. A record with previous administrative experience in international education.