

POSITION DESCRIPTION
PRINCIPAL ADMINISTRATIVE POSITION
EASTERN ILLINOIS UNIVERSTIY

Title of Position: Assistant Dean of the Office of International Students and Scholars

Function of the Position

The Assistant Dean of the Office of International Students and Scholars reports to the Dean of the Graduate School and International Students and Scholars has primary responsibility for leading EIU's international mission. The Assistant Dean provides leadership for the recruitment and matriculation of international students and for integration and external outreach related to international students, alumni, and scholars.

Recruitment and Matriculation Duties

1. Provides administrative leadership and decision authority related the recruitment of international students and scholars to Eastern Illinois University in order to insure the University's international diversity. Facilitates and promotes partnerships with international institutions in order to increase the number of international students considering study at EIU.
2. Provides leadership to ensure superior services for international students and scholars including orientation services, arrival assistance, special housing needs, counseling/advising related to federal and state compliance issues, financial and tax matters, academic policies, optional practical training and curricular practical training, secondary signature authority for the Student Exchange Visitor Information System (SEVIS) and I-20 forms for students needing to travel, and personal issues related to adjustment to American society and educational systems. Provides English support services as appropriate to the mission of the University. Oversees special registration of students from federally-identified countries.
3. Supervises and evaluates support staff in the Office of International Students and Scholars and promotes a climate in which excellence, creativity, and future direction are fostered among the staff. Creates effective collaborations with the Study Abroad Office as appropriate for advancing the international mission.
4. Develops and maintains effective communication with international students to provide updates on regulation changes and any other information related to enrollment and matriculation. Oversees the Association for International Students and serves as a liaison in partnership with the International Education Council and maintains communication with campus leaders regarding international issues and services. Has budget authority for the international student fee and other accounts that support international education.
5. Serves as a representative, advocate, or spokesperson for international students dealing with U.S. and foreign government agencies, other campus offices and departments, and community members. Assists the staff with the preparation and dissemination of

information via newsletters, handouts, and related print or electronic materials for students, faculty, and staff. Handles emergencies involving international students.

6. Provides guidance and assistance to international students and scholars and develops programs and opportunities for international students to learn more about U.S. culture and also develops programs and activities to integrate knowledge of international cultures and ideas into the curriculum and campus life to link the campus and the community.
7. Represents EIU through participation in NAFSA national and state organizations and keeps the university informed of issues related to international education and recommends policies and procedures to insure the most effective services for international students.
8. Oversees the International Alumni Advisory Board and Global Ambassadors programs and those events that foster strong alumni and philanthropic ties with the international community. Seeks grant resources or other external funding as appropriate to the administration of the office.
9. Develops and maintains strong relationships with other EIU offices that provide student services including the Counseling Center, Housing and Dining Services, Academic Advisement, Bursar's Office, Financial Aid, and related campus services.
10. Performs other duties as assigned by the Dean including representing international students and scholars at campus functions, completion of reports, summaries or related documents or services to committees, taskforces that will focus on matters important to international education.