

POSITION DESCRIPTION
PRINCIPAL ADMINISTRATIVE POSITION
EASTERN ILLINOIS UNIVERSITY

Title of Position: Assistant Dean for International Education Position No: A08890

Department: Study Abroad

Incumbent:

Function of Position

The Assistant Dean for International Education reports to the Dean of the Graduate School and provides leadership in all activities designed to develop, maintain, enhance, and promote study abroad at Eastern Illinois University. The Assistant Dean for International Education also has primary responsibility for leading EIU's international mission. The Assistant Dean provides administrative and operational leadership for the recruitment, admissions processing 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 and admissions processing 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, primary 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 and task forces that will focus on matters important to international education.
11. Manages the daily operations of the Office of Study Abroad.
12. Hires, trains, supervises, and evaluates office staff and student employees.
13. Designs and implements marketing strategies to increase awareness of all study abroad opportunities, especially semester and year-long EIU-sponsored programs. Works with academic departments and chairs to include study abroad in the curricula.
14. Assures the EIU-sponsored programs meet the needs of colleges and academic departments, meet the educational goals of academic curricula/programs of study, and meet EIU's mission to provide responsible citizenship in a diverse world.
15. Recruits students for study abroad programs that meet their educational and professional goals and conduct/coordinate student advising and pre-departure orientations. Also implements re-entry activities, events for students returning from an experience abroad

16. Develops and implements a database to track study abroad enrollment, partners, programs, and other relevant pieces of information to monitor growth and comply with reporting requirements as needed from outside entities and EIU;
17. Researches, recommends, develops, maintains, monitors, reviews, and updates international agreements. Insure that the agreements meet university policies and regulations, as well as reflect best practices guided by NAFSA and the Forum on Education Abroad;
18. Works with liaison offices to administer faculty-led summer programs abroad. Obtains and reviews proposals and provide orientations as needed. Collects and systemizes relevant information for tracking and risk management purposes;
19. Develops, reviews, and recommends revisions of university policies related to registration for study abroad, health insurance enrollment, credit evaluations, financial aid, fees, and related education abroad areas;
20. Oversees risk management issues related to exchange and study abroad enrollment and coordinate policy and procedure guidelines with Judicial Affairs, University Counsel, and related university departments and offices;
21. Manages fiscal accounts, including education abroad/exchange budgets. As time permits, seeks out grants and related forms of external funds to advance the quality of operations and financial stability of the Office;
22. Develops, monitors, and revises study abroad documents and processes, including applications, paperwork, brochures, handbooks, websites, and related materials that outline university expectations for study abroad participants;
23. Performs or assigns site visits to current and potential international partners to insure that the sites meet EIU standards for program quality. Ensure that partner sites meet EIU's educational needs;
24. Visits international locations and attends international conferences and events as required to serve as ambassador for the University;
25. Remains active in the field of international education through attendance, participation, and presentation at local, state, and national meetings; and
26. Performs other duties as assigned by the Dean, including completion of reports, summaries, related documents, or services to the committees or task forces that will focus on matters important to international education.

Signatures:

Incumbent: _____ Date: _____

Supervisor: _____ Date: _____

Vice President: _____ Date: _____