



POSITION ANNOUNCEMENT

August 28, 2017

DIRECTOR, INTERNATIONAL PROGRAMS & SERVICES

The University of Rio Grande/Rio Grande Community College, in rural southeastern Ohio, announces an opening for full-time Director of International Programs & Services. Reporting to the Vice President of Enrollment Management and Marketing, the Director for International Programs and Services oversees the development and management of international partnerships, programing, and student support services, and manages administrative operations including, but not limited to, immigration, MOU's, budgets, assessments, staffing, training, compliance and records retention. A detailed job description can be viewed at <http://www.rio.edu/human-resources/Job-Opportunities.cfm>

POSITION QUALIFICATIONS:

- Bachelor's degree in international affairs, education, marketing, management or a related field from an accredited institution
- 2-4 years of experience relating to marketing, recruitment, international program administration, student services, or other relevant field
- Must be a US Citizen or permanent resident
- Master's degree in related field preferred
- DSO experience preferred
- Mandarin Chinese language abilities preferred
- Experience living/working abroad preferred

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of SEVIS and USCIS immigration regulations
- Knowledge of basic theories, principles, concepts and methodology of international admissions, recruitment, and reporting
- Ability to work a flexible schedule to include evening and weekend assignments
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff
- Ability to travel internationally 1-2 weeks a year

APPLICATION INSTRUCTIONS:

Qualified applicants must send a cover letter detailing their interest and qualifications, updated resume, transcripts (unofficial accepted for application purposes), as well as a minimum of three professional references to:

Mr. Chris Nourse
Director of Human Resources
Email: HR@rio.edu
Fax: 740.245.5266

Review of applications will begin immediately. Position is open until filled. Background check and official transcripts required prior to hire. For additional information about Rio, please visit: www.rio.edu

The University of Rio Grande/Rio Grande Community College is America's unique private/public institution of higher education designed to provide learners the opportunity to attain a high-quality, high-value education. Our personalized, learner-centered environment promotes successful lives, careers, and responsible citizenship. Rio is nestled in the foothills of the Appalachian Mountains, a primarily rural area. Rio is an Equal Opportunity Employer.