

**MANAGER, INTERNATIONAL CONTRACT PROGRAMS****DEFINITION**

Under general administrative direction plans, organizes and manages all aspects of the District's International Contract Programs, known as CASS (Cooperative Association of States for Scholarship); serves as District liaison in planning, organizing and negotiating international education programs and performs other duties, as assigned

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Director of Workforce Development.

Provides direct supervision to instructors as well as other administrative support staff, as assigned.

**DISTINGUISHING CHARACTERISTICS**

CASS is a partnership program funded under the umbrella of the U.S. Agency for International Development (USAID). It is coordinated through Georgetown University who collaborates with MJC to support this scholarship program. The goal of the program is to prepare foreign students to return home with personal, academic, and technical skills which will enable them to continue growing professionally, share the benefits of their training with others and make positive contributions to the development of their countries.

**EXAMPLES OF DUTIES**

- Identify and recruit international students to study in the District colleges.
- Serve as liaison between the colleges and District Office regarding international student issues.
- Communicate on a regular basis with District and college personnel on programmatic issues.
- Coordinate and direct the programs and services for international students in the District.
- Develop and implement, in coordination with college services, appropriate programs and services for international students. These programs and services include admissions policies and procedures; orientation; recruitment policies and activities in the U.S. and overseas; tutorial programs; social, cultural, and community support.
- Assist college personnel who serve international students on individual college campuses.
- Monitor and evaluate the various college programs and special events developed to meet the needs of international students in the community.
- Assist college personnel to ensure compliance with applicable federal rules and regulations.
- Develop, maintain and monitor the budget for the District International Contract Programs.
- Develop and maintain applicable files and records and prepare necessary reports for audit and validation purposes.
- Provide information and refer international students to appropriate college programs and support services, such as vocational education, tutoring, counseling, orientation, admissions, matriculation, instruction, and public information.
- Build and maintain effective communication with community agencies.

- Serve on the District committees; coordinate activities of advisory committees and attend meetings affecting international students.
- Train and supervise classified employees and ESL instructors..
- Provide in-service training programs for faculty and staff to address the special needs of international students.
- Perform other duties, as assigned.

### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Federal rules and regulations pertaining to the admission and enrollment of international students, including immigration and naturalization requirements.
- CASS program requirements and other foreign cultures.
- Grant writing techniques and program review
- Curriculum evaluation and development and/or program evaluation and development and in assessing effectiveness
- Techniques for developing and assessing foreign student progress and learner outcomes;
- Assessment processes and instruments.
- Principles and techniques of teaching ESL and other basic skills.
- Principles and practices of supervision.

#### **Ability to:**

- Plan, organize, direct, administer, review, and evaluate assigned programs and services.
- Relate well with diverse constituencies, within and outside the District;
- Exercise sound judgment in the performance of duties;
- Motivate and deal with issues related to instruction and the needs of students and staff.
- Demonstrate excellent communication skills both orally and in writing especially strong interpersonal communication skills;
- Commit to student learning and to the success of all students.
- Show sensitivity to and be understanding of the diverse academic, socioeconomic and cultural background of community college students.
- Prepare and make public presentations concerning the international student program.

#### **Licenses and Certificates:**

Possession of valid California Motor Vehicle Operator's License.

### **Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, and reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

### **Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- Education: Bachelor's degree in International Relations, Foreign languages, English, ESL or related field.
- Experience: One year of progressively responsible experience in a leadership position within a community college foreign exchange program setting and/or experience with specific expertise in ESL, international study, or international business. Extensive travel to or living in a foreign country plus bi-lingual skills a plus.

*Class Adopted: 03/01/09*  
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