POSITION PROFILE
Under the immediate direction of the Dean of International Education, the Associate Dean of International Education is responsible for assisting in the development and leadership of all international programs.

REPRESENTATIVE DUTIES
The Associate Dean, International Education will be responsible for the development and direct supervision of current short-term education and training grant programs and summer bridge programs, in coordination with appropriate academic departments;

Coordinates admission and retention functions for students;

Assists with the development and implementation of recruiting strategies, admission policies, and retention policies for F-1 visa students;

Coordinates international student housing and support services including orientation, graduation, transfer and immigration activities;

Provides input into marketing materials and communication pieces for international students;

Develops and implements international student communication plan;

Provides counseling for students regarding financial, immigration, and personal issues;

Provides leadership and direction as a member of the international education management team:

In cooperation with the immigration coordinator, oversee the non-immigration issues for F-1 visa students;

Keeps abreast of immigration and other applicable laws and regulations affecting international students;

Responsible for collection and monitoring of international student fees:

Directly supervises counseling faculty and large support staff;

Performs other administrative duties as assigned.

EDUCATION/EXPERIENCE
Master’s degree or equivalent from an accredited institution and 3 years administrative experience;

Evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

QUALIFICATIONS
Successful administrative experience in the coordination and management of international programs involving the recruitment, admission and retention of international students;

Knowledge of and experience with cultural differences and expectations affecting international students;

Demonstrated ability in writing and public speaking, previous international study/residence abroad;

Demonstrated practical working knowledge and familiarity with computers, including word processing, database, and spreadsheet software;

Demonstrated ability to communicate effectively with administrators, faculty, staff, international students, and the public;

Counseling experience is a plus;

Ability to speak multiple languages preferred;

Knowledge of supervisory principles and practices.

*The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications.

APPLICATION PROCESS AND REQUIRED MATERIALS
• A completed District application
• A cover letter which outlines education and experience relevant to the duties and responsibilities of the position
• A detailed resume of professional experience or placement file
(Is the placement file from graduate institution contains three (3) letters of reference which are less than three (3) years old, further letters of reference are not necessary)
• Three (3) letters from persons having first-hand knowledge of the candidate’s professional qualifications, character, etc.;
• Copies of transcripts (need not be official).
• Equal Opportunity Survey - optional

APPLICATION ADDRESS
Request a district application:
(310) 434-4336 (24 hr. employment information),
or visit the website at www.smc.edu.
Submit district application and materials:
Office of Human Resources
Santa Monica Community College District
1900 Pico Boulevard
Santa Monica, California 90405

If applying in person, submit application and materials to:
Office of Human Resources
Santa Monica Community College District
2714 Pico Boulevard, Suite 210
Santa Monica, California 90405

The Santa Monica Community College District will not accept FAXED applications and will not fax applications to applicants. Resumes will not be accepted in lieu of the district application. E-Mail letters of reference will not be accepted.

Please note: It is the applicant’s responsibility to ensure that all application materials are received on or before the closing date. All materials included in your application are considered for this position only (all materials may be photocopied). The district application and all supporting documentation including original documentation and any photocopies become the sole property of the Santa Monica Community College District and are not returned.

COMPENSATION
$121,064 - $140,346 Commensurate upon qualifications and experience.

CONDITIONS OF EMPLOYMENT
Appointment subject to verification of official transcripts, current or previous employment, tuberculosis exam, and fingerprint clearance. Selected candidate must provide identification and work authorization.
SELECTION PROCESS
The selection process shall include the following steps:
(a) A screening/evaluation committee will review application materials to determine minimum qualifications for the position are met;
(b) A pool of qualifying candidates will be invited to an initial interview with the selection committee at the Santa Monica Community College District’s main campus or one of its satellite campuses;
(c) Upon completion of initial interview process, the selection committee will recommend candidates for final interview with the Superintendent/President who will recommend a candidate for appointment by the Board of Trustees. (One year contract from a mutually agreed upon start date).

Applicants will be notified by letter of their status as the committee progresses through the hiring process. Candidates who are selected for a final interview with the Superintendent/President should not expect official notification of the status of candidacy until the Board of Trustees has acted upon the Superintendent/President’s recommendation.

The Santa Monica Community College District reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records. All travel costs related to an initial interview will be borne by the candidate. Only ½ of the airfare cost to the Superintendent/President’s interview will be borne by the college.

THE DISTRICT
The Santa Monica Community College District is a 37+ acre campus with 5 satellite locations situated in the city of Santa Monica, which is located in the western part of Los Angeles County. The college provides excellent academic and vocational programs and counseling services to an ethnically diverse student population of 32,000.

The Santa Monica Community College District has an annual budget of $120 million, approximately 1200 permanent and full-time faculty members and classified employees.

OUR VISION, MISSION & GOALS
Santa Monica College: Changing Lives Through Excellence In Education

Santa Monica College strives to create a learning environment that both challenges our students and supports them in achieving their educational goals. We prepare our students to contribute to the global community as they develop an understanding of their personal relationship to the world’s social, cultural, political, economic, technological, and natural environments.

To fulfill this mission, the College provides open and affordable access to excellent associate degree and occupational certificate programs. These programs prepare students for successful careers, develop college-level skills, enable transfer to universities, and foster a personal commitment to lifelong learning.

Santa Monica College serves, represents, and embraces the community’s racial and cultural diversity. We promote the exchange of ideas in an open, caring community of learners and recognize the critical importance of each individual to the achievement of our vision.

Student Success:
The College will provide the best possible learning environment to develop, motivate, and support students. The College will assess student outcomes to enhance educational programs and services.

Academic Excellence:
The College will uphold its tradition of academic excellence and innovation centered on a strong core of classified staff, faculty, and administrators. All are dedicated to the lifelong development of individual skills and competencies.

Community of Mutual Respect:
The College will be exemplary as a diverse community of mutual respect—a community characterized by respect for the individual, free exchange of ideas, broad collaboration, and participation in college governance.

Effective Use of Technology:
The College will promote access to technology to achieve its goals.

Community Partnerships:
The College will develop public/private partnerships to meet the educational needs of our community, ensure financial viability, and promote employment of our students and alumni.

Supportive Physical Environment:
The College will acquire, plan, develop, and maintain facilities and equipment to provide access to the best possible educational environment and promote the use of sustainable resources.