



Wingate University
Open Position Description
Assistant Director of International Programs

Position Title: Assistant Director of International Programs

Location: Wingate Main Campus

Position Summary:

Wingate University is a *Student and Exchange Visitor Program (SEVP)*-certified institution, regulated by the U.S. Department of Homeland Security. In compliance with SEVP regulations, the Office of International Programs (OIP) is charged with offering programs and services for international students; providing, organizing, and implementing study abroad opportunities; and coordinating internationally-themed programming. The OIP promotes and supports a strong workplace culture which prioritizes DEI initiatives and engagement. The Assistant Director is a student-centered position that supports the Executive Director in key aspects of international student services, education abroad, and daily office operations.

DUTIES AND RESPONSIBILITIES

International Student Advising:

- Manage a comprehensive range of international student advising functions by serving as the primary advisor for 135+ F1 visa students. Oversee a broad range of regulatory immigration matters as well as pre-arrival concerns, campus resources, cultural adjustment, post-graduation options, and other related issues.
- Serve as a Designated School Official (DSO) under the SEVP; provide support and oversight for all SEVIS (Student and Exchange Visitor Information System) compliance; coordinate International Student Orientation including registration and implementation. Facilitate transportation when needed and generate new I-20s for incoming students.

W'International Study Abroad Program Facilitation:

- Coordinate annual W'International Reveal event and Sign Up process, including the organization and marketing of the Reveal, online sign ups, class list and waitlist placement, and correspondence about placement and questions.
- Manage the W'International participants, including eligibility, waitlist management, enrollment communication, course registration, required documentation collection, and Pre-Departure Orientation. Serve as a W'International administrator and a back-up contact for emergencies abroad as needed.
- Work with students interested in additional study abroad/international internship opportunities.

Marketing & Communications:

- Work with the executive director to implement a marketing and communication plan for office operations including print materials, information sessions, classroom presentations, fairs, info tables, etc.
- Draft strategic communications for international students, study abroad, and international programming efforts. Research and innovate to create more effective engagement using social media. Order and maintain promotional materials and other office supplies.

Data & Digital Resource Management:

- Update and maintain all digital resources such as external and internal websites, guides, infographics, courses, and videos.
- Gather data for annual reporting such as Open Doors and other internal and external data reporting. Maintain and update files and organize data, including reporting via Terra Dotta software.

Programming:

- Assist with the design and coordination of international programming, primarily International Education Week. Manage meeting space reservations, transportation, meals/catering, correspondence and other duties for efficient function of office programs and events on and off campus.
- Build new programs to encourage connection with US American students, others in the community, and the local area.

Supervision & Management

- Supervise up to 4 student workers; coordinate recruitment and selection, job training, tasks, schedules, and electronic timesheet approval.

Position Competencies:

Student Immigration Advising, Office Administration, Orientation and Student Services Programming, Student Health & Safety, Student Advising (Ed Abroad), Contributing to Comprehensive Internationalization

Minimum Required Qualifications and Skills:

- Bachelor's degree in a related field
- US Citizenship or US permanent residency required (per SEVP qualifications of the DSO)
- At least two years of experience working with diverse international populations, in international education, immigration advising, or related field
- Willing and able to travel internationally when needed for annual 10-day W'International Program
- Demonstrated knowledge of F1 visa regulations
- Proven commitment to valuing diversity and contributing to an inclusive working and learning environment
- Willing and able to work occasional evening and weekend events

- Valid driver's license with acceptable driving record

Preferred Education and Experience:

- Master's in higher education administration, business, counseling, international/global studies, intercultural communication or a related field
- Minimum of two years of specific experience in a university international education office
- Significant experience working, studying, or living abroad
- Proficiency in a foreign language
- Ability to understand and interpret complex federal immigration regulations
- Strong excel and database management skills; ability to manage detailed information supplied to embassies, airlines, and insurance agencies
- Strong organizational and administrative skills with exceptional attention to detail
- Demonstrated problem-solving and project management skills; experience with crisis and risk management
- Familiarity with study abroad software and data management
- Knowledge of best practices in the field as well as current research and immigration policy

Applications accepted until May 31, 2021. The position will begin on or after July 1, 2021.

To apply, submit the following to Human Resources at careers@wingate.edu and Ms. Jennifer Armentrout, Executive Director of Global Engagement at international@wingate.edu:

- 1) Letter of interest, 2) resume, and 3) contact information for 3 references.

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.