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**SNOW  
COLLEGE**

OPEN POSITION:

# **Chief Campus International Education Administrator**



## About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

## Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

## Mission

*Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.*

## Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.



## The Job

### Description:

The Global Engagement Center serves as the primary resource for international students to assist them in pursuing and achieving their academic and professional goals. The office provides advising, mentoring, and advocacy regarding immigration, cross-cultural, and personal matters. The Global Engagement Center supports an environment conducive to international education and intercultural awareness via educational, social, and cross-cultural programs.

Reporting to the Chief Enrollment Officer under the direction of the Vice President of Student Affairs and Enrollment Management, this position is responsible for delivering vision, innovation, advocacy, and guidance related to support services provided to international students. The Global Engagement Center is responsible for maintaining compliance with immigration regulations for F-1 students exchange visitors. The Director oversees the implementation of immigration-related policies and procedures and the ongoing development of systems and practices in line with regulatory requirements. Reporting directly to the Chief Global Officer, the Director collaborates frequently with campus partners across the college as well as external agencies to ensure the support of the college's international community. The Director also oversees and participates in international student recruiting and retention efforts.

### Qualifications:

- Bachelor's Degree in relevant field of study (International Studies, International Business, Education Administration, etc.) and three years related work experience with proven administrative skills-
- Experience engaging with students from diverse cultural and linguistic backgrounds-
- Experience with working across teams and with a variety of projects and constituencies (such as students, staff, faculty, parents and other stakeholders)
- Experience analyzing and working with complex immigration issues and external agencies
- Experience in leading and taking initiative with prioritization strategic planning

### Preferred Qualifications:

- Master's degree in relevant field of study (International, Studies, International Business, Education Administration, etc.) and three years related work experience with proven administrative skills

### Duties:

The Director will have responsibility over the daily management and strategic direction of the Global Engagement Center. This position will evaluate, create, and provide counsel on policies and best practices to enhance the experiences of international students. The Director will develop, implement, and maintain university policies and processes as they relate to international populations, SEVIS requirements, and federal immigration regulations. The Director will maintain a commitment to the College's mission statement and key priorities, and will represent the Global Engagement Center on college and external initiatives, committees, and other programming efforts to help guide and promote the College's global objectives and priorities.

- Sets recruitment goals and strategies for achieving those goals
- Prepares recruitment and enrollment reports to share with supervisor and President's Cabinet
- Oversees international student application and admissions process
- Builds and maintains external partnerships and sponsored programs

- Serves as the Primary Designated Schools Official for the Student and Exchange Visitor Information System
- Manages multiple budget activities including scholarship, salary and operating funds
- Direct supervision of Global Engagement professional staff: coach, mentor, motivate, and problem solve
- Evaluates escalated situations involving F-1 and J-1 federal immigration law and makes final policy and advising decisions
- Facilitates outreach and collaboration to create awareness of international student services and issues relevant to international students
- Collaborates with campus partners to develop and implement external strategies to support international students
- Designs and implements internal programs and processes to provide high quality service to international students, scholars, and campus partners
- Assesses programs and processes: ensures high quality, responsive service in a fast-paced climate with changing and at times conflicting needs
- Works extensively with academic departments to support the intersection of innovative higher education models, immigration law and unique international student needs
- Provides training on a variety of intercultural communication and international student and scholar related topics for campus partners
- Serves on campus-wide committees and task forces
- Key campus contact point for knowledge of international students' and scholars' unique circumstances and needs
- Builds campus partnerships to support awareness of services and issues relevant to international students
- Addresses high level student and department issues, complaints and emergencies.

## Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

### Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

## Strategic Plan

This position is an important part of the College's **Strategic Plan**.

## Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the **Sanpete County Website**.



# THANK YOU!

Thank you for your interest in Snow College!

Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, but applications received by 11:59 PM on July 2, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at [jobs@snow.edu](mailto:jobs@snow.edu) or [hr@snow.edu](mailto:hr@snow.edu).

