

JOB DESCRIPTION

Job Title:	Director of Multicultural & International Student Services
Job Status:	Full-time, exempt
Reports To:	Associate Vice President for Student Development/Chief Diversity Officer
Location:	Main Campus
Purpose:	The Director of Multicultural and International Student Services provides leadership, support, advocacy for the engagement and retention of underrepresented/non-majority and international students by providing educational, vocational, cultural, faith based and social programming.

Duties and Responsibilities

Multicultural Student Services

- Successfully work with a wide variety of constituents in the college to assess programmatic needs that support inclusion and diversity issues on campus.
- Assess current programs and populations regarding diversity issues and use those assessments to propose and develop new initiatives.
- Research best practices in diversity initiatives and use those findings to inform decisions.
- Develop unique programs or communications strategies to promote diversity, and assess the outcomes of those initiatives with a particular focus on their impact as related to recruitment and retention.
- Provide support, planning, and organization for the mentoring of ethnic, minority and international first-year students to involve them more directly in the intellectual and social life on campus.
- Plan and manage budgets related to diversity initiatives; and obtain funding for programs, activities, and initiatives.
- Serve as resource person and consultant for all staff in the area of diversity awareness programming.
- Plan, develop, and support multicultural awareness, providing students the opportunity to present programs pertaining to diversity and/or other issues.
- Provide leadership and direction to all student affinity groups within MOSAIC (Multicultural Opportunities for Students Actively Involved in Community).
- Support the ongoing spiritual needs as students integrate themselves into the community.

International Student Services

- Serves as the Primary Designated School Official (PDSO) with respect to providing required legal services for international students through SEVIS (Student Exchange Visitor Information System) with F-1 Visas and carry out effective mechanisms for assessing key elements of the international student program at PLNU. Serve as university liaison to the United States Citizenship Immigration Services.

- Foster an international dimension to the educational programs of the University and community at large by creating positive interaction between domestic and international students through program development, raising faculty and staff sensitivity to cultural differences and international student needs, and assisting in international students understanding of and adjustment to domestic culture.
- Facilitate the enrollment and retention of international student with the Associate Vice President to Student Development, Engagement & Retention.
- Maintain thorough knowledge of immigration regulations and procedures in order to advise students effectively, assure institutional adherence to those regulations and procedures and interpret U.S. immigration policy to the campus community.
- Provide and organize professional services for international students in the areas of counseling, advising, encouragement, transition and assistance in complying with U.S. government regulation.
- Responsible for marketing and recruitment, including all correspondence and follow-up for prospective international student constituents, working collaboratively with admissions department.
- Experience with (USCIS), assisting with visa procurement and I-20 documentation.

Other Responsibilities Included

- Provides leadership and supervision to the Office of Multicultural & International Student Services.
- Advocates for and assists University constituencies in creating environments supportive of a diverse student body.
- Monitors the operating budgets for the Office of Multicultural & International Student Programs
- Oversee & hire student employees to assist Director Multicultural & International Student Services with all office operations/multicultural programming.
- Advising and providing support to student ethnic diverse clubs, under the umbrella of MOSAIC.
- Participating and coordinating in activities, supervising ethnic/cultural diverse student leadership groups.
- Consults with staff/faculty members of PLNU on matters relating to diversity, including recruitment, retention, student programming

Minimum Requirements

- Masters' Degree in College Student Personnel, Higher Education, Diversity Education, Counseling or related field preferred.
- Two or more years of progressive leadership experience in a university setting and experience working collaboratively with other administrators, faculty and staff to advance institutional goals.
- Demonstrated experience with and sensitivity to individuals of diverse ethnic, cultural, and historically underrepresented backgrounds. Have a broad experience in the development of educational, cultural, and social programs designed to improve the quality of the educational and social experiences of college age students in general and women and underrepresented minority students in particular.
- Articulate an understanding of the issues and dynamics of difference.

- A commitment to a diverse community that fosters intercultural learning.
- Understanding of and/or experience in a residential, liberal arts college environment.
- Ability to advise students, individually and in groups.
- Strong interpersonal, organizational and conflict management skills.
- Experience in training and developing student leaders.
- Ability to handle multiple responsibilities simultaneously.
- Excellent verbal, written and technological communication skills.
- Ease in working with all University constituents, including faculty, staff, alumni, students and their families.
- Ability to maintain strict confidentiality with sensitive information.
- Ability to function within a team environment and collaborate with others.
- General knowledge of F-1 Visa student regulation procedures and other basic immigration related laws.
- Current on International educational practices.
- Must have background managing SEVIS system as a primary school official or designated school official.

Supplemental Questions

1. What relational and professional skill will you bring to this position that demonstrates to students your love and care for multi-ethnic/international students?
2. Describe how you have practiced inclusive excellence in an academic setting.
3. Give specific examples of your ability to successfully establish and maintain effective individual and group working relationships.
4. Describe how your personal beliefs are compatible with and supportive of the spiritual mission of Point Loma Nazarene University.
5. Describe your participation with a church fellowship.
6. *PLNU's Mission Statement and Core Values affirm the university's commitment to "pursue ideas, practices, and relationships that honor diversity." In what ways do you believe you will contribute to PLNU's commitment to diversity?