

ASSISTANT DIRECTOR, INTERNATIONAL PARTNERSHIPS AND SPECIAL PROGRAMS

POSITION OVERVIEW

International Studies and Programs (ISP) at Michigan State University is seeking to fill the exciting position of *Assistant Director for International Partnerships and Special Programs* in the Office of Study Abroad (OSA). MSU has a high-volume, high-profile education abroad and exchanges operation. The Office of Study Abroad has over 25 professional international educators who collectively support nearly 3,000 MSU education abroad participants each year and welcomes approximately 500 international exchange students and students on our innovative American Semester Program (ASP). The assistant director will be part of a leadership team consisting of three assistant directors, an associate director, and an executive director.

JOB DESCRIPTION

Reporting to the executive director, the *Assistant Director for International Partnerships and Special Programs* provides leadership and direction for all functions related to:

- directing the American Semester Program, which includes facilitating on-campus educational programming for non-degree seeking international students;
- managing bilateral and multilateral exchanges; and,
- coordinating freshman seminars abroad, sponsored student programming, short course programs and other special programs as envisaged.

The assistant director is responsible for ongoing quality improvement of processes, policies and procedures and for providing training for and oversight of all aspects of partner relations, international student recruitment, and advising. Specifically, the assistant director manages all aspects of international student recruitment and marketing for ASP and summer short-courses, promotional of exchanges, and identifying opportunities for new program development via collaboration with on-campus and overseas partners.

The assistant director supervises a growing team of professional international educators and student employees. Extensive domestic and international travel is required.

As a leader in the office, the assistant director will also provide continuous review and improvement of processes for efficiency and accuracy and assist with such tasks as strategic planning, budgetary oversight, personnel recruitment and training, and campus-level advocacy for international education, which may require benchmarking research, data collection and analysis, campus presentations, serving on campus-wide committees, attending strategic meetings, etc.

The assistant director will also be encouraged to contribute to the profession of education abroad, which may include attending regional, national and international conferences, leading faculty and staff site visits, serving on advisory boards or committees of external organizations relevant to education abroad. The assistant director will be similarly encouraged to contribute to the field of education abroad, which may include producing scholarly publications, conducting outcomes assessment research, etc.



**International
Studies and
Programs**

**Office of
Study Abroad**

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QUALIFICATIONS

Candidates are expected to bring an ability to engage in strategic thinking, professional maturity and a proven ability to be self-directed and able to work independently in a complex matrix organization.

The position requires a master's degree in a relevant field; five to eight years of related and progressively more responsible or expansive work experience in international program administration, marketing, recruitment and supervision. Other qualifications include: international education experience, proven management skills, experience working with faculty, familiarity with budgets and financial management, experience with contracts and agreements, education abroad/international student advising experience, familiarity with intercultural learning, and successful promotion and outreach experience

ABOUT ISP, MSU, AND THE EAST LANSING COMMUNITY

For over 50 years, Michigan State University's International Studies and Programs has provided leadership to facilitate cross-college and cross-content research and project collaborations. Such collaborations over time have resulted in a strong network of relationships on the ground in countries facing the world's most pressing problems and promising opportunities. ISP's international units and institutes work on behalf of the entire university to mobilize Michigan State University's research capacity, enhance educational programs, strengthen international experiences, support foreign language instruction, and build international partnerships.

MSU is one of the largest university campuses in the U.S. with a beautiful campus of 5,000 tree-filled acres. It has 17 degree-granting colleges and is a center for academic and research activities as well as the arts and athletics. The campus sits between Lansing (Michigan's capital city) and East Lansing. The Lansing area has a population of 350,000 and offers lovely suburban areas, loft condos and other urban living opportunities as well as easily accessible rural areas. A symphony orchestra, excellent health care, many community and professional theatres, rivers, lakes, outdoor festivals, close access to large cities and Lake Michigan make for a near perfect living environment.

MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and person with disabilities.

MSU is an affirmative action, equal opportunity employer.

HOW TO APPLY

For immediate consideration, please go [here](#) and follow the application process. (posting number, #4718)