



Office of International Programs
University of North Carolina at Charlotte

Position Description- Director, Office of Global Education and Engagement

| | |
|--------------------------------------|---|
| Position Title: | Director, Office of Global Education and Engagement |
| Position Number: | 7806 |
| Department: | Office of International Programs |
| Name and Title of Supervisor: | Dr. Christina Sanchez, Associate Director, International Programs |
| Salary Range (Annual): | Commensurate with experience |
| Position Classification: | EHRA (formerly referred to as EPA): 12 months, full-time |

General Scope of Position:

The Director of the Office of Global Education and Engagement works collaboratively to support the internationalization initiatives at UNC Charlotte, with special emphasis on curricular and co-curricular international education initiatives. Campus-based internationalization initiatives are central to the director's responsibilities.

Essential Duties and Responsibilities: The successful candidate will demonstrate strength in the following functional areas:

Teaching and Curriculum Development and Oversight

- Oversee curriculum development of the International Enrichment (IE) Seminar classes, comprised of six sections of a 3-credit unit class included as part of the University College first-year seminar courses that adopt an annual text for the "freshmen common reading" program
- Coordinate the academic instructional team for the IE seminar class, including faculty recruitment, training, performance and instructional review, weekly preparation meetings, and support for the adjunct instructors
- Teach a minimum of one section of the IE seminar course
- Review, revamp, market, and teach OIP's Office of Education Abroad's online academic course, a one-credit course option for students overseas that will move to an online format

Co-Curricular Internationalization Program Leadership

- In collaboration with the OIP Associate Director, design, implement and evaluate the Global Certificate program, a co-curricular program designed to offer students in any major the opportunity to expand their intercultural skills and international awareness
- Implement and enhance the Global Gateways co-curricular residential program, strengthening ties with the Department of Languages and Culture Studies; Global, International, and Area Studies; and other relevant partners
- Manage and assess the Global Gateways program with emphasis on the UNC Charlotte learning outcome of "self and cultural awareness" and the service enrichment opportunities via the immigrant tutoring program
- Supervise the Global Gateways (GG) Graduate Assistant in addition to liaison oversight of the GG Resident Assistant
- Implement plan for recruitment and retention of residents and staff team

Campus Internationalization Assessment Measures Development

- Provide leadership for assessment initiatives with analysis using qualitative and quantitative methods for learning-centered campus-based internationalization programs as well as OIP units: education abroad, international services, and English language training
- Serve as the OIP representative to the UNC Charlotte Student Success Working Group, hosted by the Provost

Intercultural and International Programming Management

- Develop and implement intercultural training programs on campus for faculty and staff
- Maintain and closely work with other departments on campus to develop new programs that strengthen intercultural awareness and understanding
- Coordinate OIP programming team, identifying collaborative opportunities, ensuring the effective marketing/PR outreach for initiatives, and serving as a resource for program implementation
- Provide co-leadership and direct support for OIP high-order programs such as the International Festival, International Education Week, International Women's Day, and the OIP Educational Awards
- Serve as the campus coordinator for the Phi Beta Delta Honor Society for International Scholars UNC Charlotte Mu Chapter
- Identify, submit and administer grant opportunities for OIP (e.g., Diversity Grants, Arts & Science Council grant) and assist with development work as needed
- Support OIP Associate Director and Assistant Provost for International Programs with fundamentals of ongoing staff professional development and training (e.g., staff retreats, in-service training, etc.)
- (As necessary) Support the OIP Associate Director with development, implementation, and evaluation of specialized outbound international excursions for alumni, non-credit student program, Green and Gold elite program, etc.

Other duties as assigned.

Accountability. As a member of the Office of International Programs s/he is accountable for:

- Manifesting the Mission, Vision and Values of the University
- Initiating programs and services that promote intercultural exchange, knowledge and understanding within and between the U.S domestic and international communities
- Assisting in developing programs through which UNC Charlotte and the community can benefit from the presence of international students and scholars
- Identifying problems, making recommendations, implementing solutions and evaluating outcomes for programs/services
- Developing cohesive programming that supports the needs of various constituent groups—within the Office of International Programs, the University, and Charlotte community
- Recognizing and celebrating the achievements and contributions of all students

Qualifications:

Minimum Education and Experience

- Master's degree in intercultural communication, international relations, global studies, international education, higher education administration, or closely related field
- Experience teaching at the post-secondary education level, preferably at a four-year college/university
- Assessment background/experience for qualitative and quantitative methods
- Knowledge and successful completion of program development and assessment
- At least three to five years of professional work experience in international education, preferably at an institution of higher-education
- Outstanding written and verbal communication skills including cross-cultural communication competencies
- Experience conducting intercultural training programs, preferably at a four-year college/university
- Demonstrated success in effective engagement of U.S. domestic and international students through programs and/or classroom instruction
- Ability to work autonomously as well as in a collaborative manner

Preferred Skills and Qualifications

- Two years of supervisory experience
- Doctorate in intercultural, international, higher education, or related field
- Proficiency in Canvas or related online class instructional platforms (e.g., Blackboard, Moodle)
- Prior history demonstrating grant writing, implementation, & reporting
- Background in student affairs administrative work with a specialization in housing and residence life
- Affiliation with and leadership in NAFSA: Association of International Educators or other prominent international education association
- Experience working, living, and/or studying abroad

Salary and Benefits

The salary range for the Director of the Office of Global Education and Engagement is competitive. The University offers a comprehensive benefits package including medical, dental, retirement, and more. Visit our web site at <http://hr.uncc.edu/Benefits> for details.

Process and Timeline

Priority review of applications begins Friday, July 8, 2016, with ongoing review until the position is filled.

To Apply

Applications must be submitted electronically at <https://jobs.uncc.edu> (Follow the links to [create a new account](#). Then, follow the link for “[EPA Staff](#)” positions on the lefthand bar. Search for Position Number 7806, Director of the Office of Global Education and Engagement). Please attach the following documents to your application: résumé or C.V., letter of interest, and contact information for at least three professional references. Only electronically submitted applications will be accepted.

Finalists for positions are subject to a criminal background check. The University of North Carolina at Charlotte is an Equal Opportunity Employer dedicated to affirmative action and work force diversity. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

UNC Charlotte Mission Statement

UNC Charlotte is North Carolina’s urban research university. It leverages its location in the state’s largest city to offer internationally competitive programs of research and creative activity, exemplary undergraduate, graduate, and professional programs, and a focused set of community engagement initiatives. UNC Charlotte maintains a particular commitment to addressing the cultural, economic, educational, environmental, health, and social needs of the greater Charlotte region.

In support of the University mission, the Office of International Programs strives to strengthen international education at the University as well as in the Charlotte community. On campus, OIP seeks to make international understanding and global awareness a fundamental part of the curriculum and an integral part of campus programming. OIP was established at UNC Charlotte in 1975.