POSITION TITLE: Executive Director of International Learning

EXECUTIVE VICE PRESIDENT/PROVOST AND ASSOCIATE PROVOST FOR FACULTY DEVELOPMENT

SUPERVISOR: Executive Vice President/Provost and Associate Provost for Faculty Development

CLASSIFICATION: Full Time

LOCATION: DeLand

DEPARTMENT: International Learning

POSITION OVERVIEW: Stetson University seeks a highly-motivated and innovative leader with a passion for international and intercultural learning to lead the University’s new strategic goal to “make intercultural learning vital to the Stetson Experience.” The Executive Director of International Learning reports to the Executive Vice President and Provost through the Associate Provost for Faculty Development and will be part of a team of dynamic professionals and a full University community striving to prepare and inspire our students to live a significant life. The Executive Director of International Learning will facilitate the definition of target learning outcomes and will lead the development of a strategic plan for significantly deepening, extending, and integrating international learning opportunities for undergraduate and graduate students. S(he) will work with faculty and academic leaders in designing, implementing, growing, and assessing on- and off-campus, virtual and hybrid international learning opportunities. The effective leader will create an energized University climate that fosters greater international engagement and deeper intercultural learning among students, faculty, and staff. S(he) will work with various University functions (including the Cross-Cultural Center, Diversity Council, Center for Community Engagement, international student recruiter) and the full University community to deepen and extend intercultural learning.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: Master’s degree in an appropriate field; doctoral degree preferred. At least 4 years’ experience in international programs in higher education. International work, study, or living experience required; second language proficiency preferred. Demonstrated ability to interact comfortably and respectfully with diverse individuals and within diverse cultures is required. Infectious passion for international learning, and the role of international learning in liberal arts and professional education. Proven leadership skills in articulating and executing a motivating vision, working with diverse stakeholders, and managing multiple priorities and initiatives. Demonstrated academic project design, implementation, management, and assessment skills. Demonstrated ability to exercise effective independent professional judgment. Demonstrated ability to function constructively as part of a high-energy team, and to form productive collaborations with faculty, students, staff, and administrators. Ability to develop and maintain agreements with partner organizations/institutions. Excellent written and oral communication skills. Responsible budget development and management skills; knowledge of financial models for international study programs. Position requires travel.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: Work with Associate Provost for Faculty Development and Deans on faculty development initiatives to catalyze international learning innovation and effectiveness. Work with International Programs Council to develop operational policies and procedures (including risk and emergency management in collaboration with Campus Life) for the development and direction of Study Away programs (including semester/year-long exchange and study programs, short-term faculty-led programs, community service and social justice programs, and other program types as developed). Market and communicate international learning opportunities enthusiastically to students, prospective students/parents, faculty, staff, and other
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University constituents. Provide administrative management of the Office of International Learning and for international programs. Provide annual reports of University progress on effectively realizing international and intercultural student learning outcomes. Collaborate with faculty, staff, and students to maximize pre-experience priming and post-experience reflection and transition. Work with the international student recruiter and Campus Life educators to maximize for all students the intercultural learning potential of a nationally- and culturally-diverse campus community. Manage and develop programs and relationships with partner institutions and organizations. Network with national and international organizations and best practice programs to increase Stetson’s presence and to continually inspire cutting-edge innovation at Stetson.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.