

Duke University • Division of Student Affairs
Position Description

Official Job Title: Associate Director, International House
Job Code/Level/Family: 12
Department: Campus Life
Supervisor: Director, International House
Position Status: Regular, Full-time, Exempt
Schedule: Monday – Friday 8am – 5pm, some nights and weekends
Staff Supervision: Student Development Coordinators (2)

Nature of the Work and Responsibilities

The Associate Director takes the lead in planning, designing, and leading trainings which promote intercultural awareness and skill building within the University and Medical Center. Additionally, s/he leads the Intercultural Skills Development Program twice a year (Fall & Summer Intensive). S/he acts as liaison representing International House working with various University and Medical Center centers and academic departments. S/he supervises two Student Development Coordinators and manages their professional development in all aspects of their work including intercultural training. S/he counsels international students, scholars and spouses with issues they present and leads new scholar orientation once a week. Finally, s/he fills in for the International House Director in his/her absence as well as for the employees s/he supervises.

Duties

<p>Leads the Intercultural Skills Development Program (ISDP)</p> <ul style="list-style-type: none"> • Develops and updates the curriculum for ISDP • Serves as the lead trainer. Coordinates & involves I-House staff with components of ISDP • Creates publicity and marketing materials for ISDP • Recruits participants; coordinates with University Center, Activities and Events (UCAE) regarding registration and fee payment • Monitors and works with participants throughout the program • Oversees all on-going support and follow-up activities for participants after completion of the program; maintains ISDP list-serv • Evaluates program effectiveness annually 	20%
<p>Leads intercultural workshops and trainings for Duke faculty, staff, students</p> <ul style="list-style-type: none"> • Designs & leads customized trainings for University and Medical Center departments, student organizations and community partners • Trains all I-House exempt staff to conduct trainings for academic departments and administrative units within the University and Medical Center • Schedules requested trainings; Manages budget for trainings 	15%
<p>Supervises (2) Student Development Coordinators in all aspects of their work including but not limited to programming, training and counseling</p> <ul style="list-style-type: none"> • Guides each Student Development Coordinator’s job expectations and responsibilities • Mentors Student Development Coordinators’ professional development 	15%

Plans, Coordinates, Leads assigned orientation program <ul style="list-style-type: none"> • Develops and leads new International Parents & Family Orientation in August. This runs parallel to the international undergraduate orientation. • Assists with Graduate/Professional Student Orientation, Undergraduate Student Orientation & Spouses/Partners Orientation as needed • Leads new scholar orientation once a week • Supports on-going programming with international undergraduates, graduate/professional students, and scholars, including but not limited to scholar orientation, Global Café, and Extended Orientation Series (CLG Series). 	25%
Works with administrative units and academic departments to promote integration of international students, scholars and families to the University and Medical Center community <ul style="list-style-type: none"> • Counsels international students, scholars, spouses on an individual basis and provides on-going advocacy on relevant issues • Explores opportunities for further collaboration between the international and domestic population • Represents I-House at various department and divisional meetings both at the University and in the Medical Center 	10%
Participate in state, regional and professional training opportunities <ul style="list-style-type: none"> • Attends trainings of professional organizations, including but not limited to NAFSA: Association of International Educators, SIETAR, Kozai Group • Keeps abreast of latest knowledge and research in intercultural communication, international education, student affairs, student development. • Presents at local, regional and national conferences 	10%
Other duties as assigned.	5%

General Qualifications

- Master's Degree in a relevant field in International Education, Student Personnel, Higher Education Administration, Counseling, or other relevant discipline.
- Minimum of three years of experience in program administration, academic/instructional or counseling activities
- Minimum of three years of experience in intercultural education and training
- Experience in supervision and performance management
- Knowledge of and experience working with individuals from diverse national origins; preferred experience living in cultures different from the United States and knowledge of another language other than English

Additional Job-Specific Skills and Competencies

- Outstanding oral, written and interpersonal communication skills
- High level planning and organizational skills
- Experience in the use of technology, especially for delivering programs
- Ability to work effectively with diverse constituencies
- Knowledge of appropriate financial procedures and practices in a university setting
- Expertise in delivering programs and educational services to varied populations
- Ability to acknowledge, affirm and advocate for under-represented groups
- Valid US Driver's License required to drive 12-passenger van and DMV background check.

