

## **Position Announcement**

Southern Illinois University invites nominations and applications for the position of Director of the Center for International Education (CIE), effective August 16, 2017. This Administrative/Professional position reports directly to the Provost and Vice Chancellor for Academic Affairs and provides leadership for study abroad programs, international student support, international development, and enrollment management for international students and will lead the CIE in the newly renovated, state-of-the-art office space.

**Duties and Responsibilities:** The Director provides responsive, innovative leadership and management of the CIE team with a student-centered focus. The Director of the CIE develops and implements SIU Carbondale's international agenda by promoting the creation of international projects, leading international student enrollment initiatives, facilitating protocol for international visitors, cultivating international alumni, representing SIU Carbondale's outreach mission overseas, and advancing the internationalization of the campus at large and throughout the southern Illinois region. The Director of the CIE is responsible for international students and scholars, expanding study abroad and international partnerships, federally-mandated immigration compliance, and protocols for visiting international dignitaries, international alumni development, international student recruitment and retention, and international inter-institutional exchange agreements.

**Minimum requirements:** Master's degree (doctoral degree preferred), and five (5) or more years of progressive administrative experience in higher education or international student programs. Preference will be given to applicants with demonstrated knowledge, skills and abilities in diversity and cultural competency, and to applicants with management experience that includes: international student recruitment; regulatory compliance; working knowledge of federal immigration regulations and requirements; partnership development; study abroad program curriculum development; community outreach; fiscal/personnel management (hiring, supervision, training/staff development, evaluation, and conflict resolution); demonstrated analytical, writing, communication and problem-solving skills; and, demonstrated experience working effectively with students, staff and peers. Designated School Official (DSO) status is also preferred.

**University and Community:** Founded in 1869, Southern Illinois Normal first opened its doors in 1874 as a college for teachers. In 1947, the name was changed to Southern Illinois University, reflecting the expanding academic mission of the institution. Today, SIU Carbondale has an enrollment of about 16,000 students and is classified by the Carnegie Foundation for the Advancement of Teaching as a Comprehensive Research University (high research activity). SIU Carbondale offers undergraduate and graduate degrees in eight colleges, a School of Medicine, a School of Law, and off-campus degree programs in multiple areas of the state, as well as at 21 bases in 13 states. SIU has about 2,000 international students from 108 different countries. Additional information regarding SIU Carbondale is available through our website at

<http://www.siu.edu/>. Carbondale, a university-centered community with a population of about 25,000, is located approximately 100 miles southeast of St. Louis in the scenic Shawnee National Forest region of southern Illinois with varied recreational opportunities. It also provides a wide range of cultural and social activities associated with a major university. For more information about Carbondale and the southern Illinois area, please visit the City's website at <http://www.ci.carbondale.il.us/>.

**Application Procedures:** The deadline for applications is March 1, 2017, or until filled. Completed applications will include a letter of interest; a current resume/vita outlining relevant work; and the name, address, phone number, and email address for five references. Nominations, inquiries, and applications should be addressed to: Search Committee for Director of the Center for International Education, Office of the Provost and Vice Chancellor, Attn: Matt Martin, Mail Code 4305, Southern Illinois University Carbondale, 1265 Lincoln Drive Rm. 125, Carbondale, IL 62901, Telephone: 618-536-5536, Email: [pvcapply@siu.edu](mailto:pvcapply@siu.edu).

*SIU Carbondale is an affirmative action/equal opportunity employer of individuals with disabilities and protected veterans that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.*