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INTERNATIONAL OFFICE ADMINISTRATION EXPERIENCE

Director, International Student and Scholar Services, Texas Tech University. 2014- current

Major Responsibilities

- Oversee an office serving 2,600 international students and 400 international scholars.
- Directly supervise 8 positions.
- Manage and oversee the unit budget.
- Provide cross-cultural and culture adjustment training.

Major Accomplishments

- Coordinated the conversion of office processes to paperless workflows.
- Implemented an online appointment and check-in system.
- Created online pre-arrival orientation presentations.

Director, Office of International Programs, Sam Houston State University. 2011-2014

Major Responsibilities

Oversaw the daily operations of an office that housed international student and scholars services, study abroad, international student admissions and recruitment, an intensive English language academic preparation unit (for regular students and short language and culture programs), and international agreements, partnerships and initiatives.

- Increased support and participation in study abroad programs.
- Led the efforts to internationalize SHSU as the senior international officer.
- Oversaw an office with 10 full-time positions.
- Traveled extensively for the institution to form new international partnerships.
- Managed and oversaw an office budget of \$700,000.
- Recruitment of international students.

Major Accomplishments

- Centralized study abroad services on campus under the office.
- Established new exchange partnerships in China, Thailand, and Japan.
- Applied for J-1 Exchange Visitor Program designation with the Department of State.
- Increased the office budget from \$280,000 my first year to nearly \$700,000.
- Successfully enlisted foundation support for a summer faculty-led program in China.
- Developed international student 2+2 recruitment materials with a community college.
- Collaborated with deans to establish dual degree programs in China and Turkey.

Director, Office of International Students and Scholars, Washington State University.
2007-2010

Major Responsibilities

- Oversaw an office serving 1,450 international students and 500 international scholars.
- Directly supervised seven positions.
- Oversaw the International Center, a separate programming unit under OISS.
- Managed the office budget.
- Developed and presented cross-cultural and culture adjustment training.

Major Accomplishments

- Established a cross-cultural training committee Human Resource Services.
- Managed the office during a 45% growth in the international student population.
- Coordinated the conversion of office processes to paperless workflows.
- Reconfigured the website to improve services to students.

Coordinator, International Scholar Services, University of Missouri-Columbia. 2002-2007

Major Responsibilities

- Coordinated services and orientation to over 700 international scholars.
- Collaborated with the Asian Affairs Center on short-term language/culture programs.
- Supervised 2 full-time scholar services staff.
- Filed labor certification applications obtain green cards for international visitors.
- Managed SEVIS reporting requirements and services to J-1 scholars.

Major Accomplishments

- Created orientation and an international scholar honor program.
- Designed and implemented the permanent resident petitioning service at MU.
- Created new immigration workshops for departments and scholars.
- Revised the MU H-1 petition processes and documentation.
- Worked through the transition to SEVIS for J-1 Exchange Visitors.

INTERNATIONAL STUDENT ADVISING EXPERIENCE

International Student Counselor, University of Houston. 1999-2002

Major Responsibilities

- International student check-in sessions and the orientation programs.
- Counseled and advised students in relation to F-1, J-1 regulations.
- Worked as the Alternate Responsible Officer for the J-1 exchange visitor program.
- Workshops related to F-1 and J-1 immigration regulations and cultural adjustment.

Major Accomplishments

- Developed the office and Phi Beta Delta, Delta Iota Chapter websites.
- Designed and edited an office newsletter.
- Created workshops related to immigration and cultural adjustment.

EDUCATION

Sam Houston State University

- *Education Doctorate in Higher Education Leadership* (2016) – Dissertation: “Perspectives of Select Japanese Administrators on Japanese Study Abroad Trends”

California State University, Chico

- *Master of Arts in Education* (1992), with an *English as a Second Language Teaching Certificate*. Thesis: “Hypermedia and Language Learning”
- *Bachelor of Arts in Communication Design-Instructional Technology* (1986)

ACADEMIC AND PROFESSIONAL PUBLICATIONS

Porter, R. H., & Porter, N. (submitted). Perspectives of select Japanese administrators on Japanese study abroad trends. Submitted manuscript based on my dissertation research.

Porter, R. H. (2009). Preparing labor certification applications for university teaching positions. *NAFSA Professional Workshop*

MEMBERSHIP AND SELECT INVOLVEMENT IN PROFESSIONAL ASSOCIATIONS

The Association of International Educators, NAFSA. 1999-present

National Leadership Role

- Sub-committee chair of the J-1 Exchange Visitor Regulatory Practice Committee. 2015 - 2017
- Co-Chair of the International Scholar Regulatory Practice Committee, 2009-2011

State Leadership Roles

- Missouri State Representative on the Region IV Leadership Team. 2002-2006
- Chair and founder of the Missouri International Educators’ Meeting. 2005, 2006
- Conference Planning Chair - Region IV Conference. 2006, 2007

Professional Practice Workshops at National Conferences

- Author and Chair - Preparing Labor Certification Applications for University Teaching Positions. 2009 and 2010
- Presenter - F-1 Regulations for Beginners. 2009
- Dean and Chair - Pathways to Permanent Residency. 2007

- Presenter - J-1 Regulations for Beginners. 2005

Conference Session Presentations

- Chair - *J-1 Exchange Visitor Program- Current Issues*. 2016
- Chair - *University and Community College Partnerships, Promoting US Education Abroad*. 2013
- Chair - *Adding J-1 Student Intern to your Office Repertoire*. 2010
- Chair - *Going almost paperless in 2009*. 2009

The Association of International Education Administrators. AIEA 2011- current Conference Session Presentations

- Chair - *Sayonara no more: Why Japanese students are not studying abroad and what can be done about it*.

Phi Beta Delta, Honor Society for International Educators. 2000-2002

- Treasurer/Secretary for the University of Houston Chapter

Texas International Education Consortium. 2011- 2014

- Operating Council Designee for Sam Houston State University.

AWARDS

Texas Tech University Staff Excellence Award (2016). Nominated by my immediate supervisor.

Texas Tech University Presidents Leadership Institute (2016). Nominated by my immediate supervisor.

TeamUp Microgrant (2016). PI on this competitive grant funded by the US Embassy in Japan. Will fund travel to Japan to develop new partnerships between Texas Tech and Japanese universities in spring 2017.

Korea-Fulbright Program for International Education Administrators (2007). This competitive program provided support for a visit to South Korea to visit various universities, government agencies and cultural sites.

Graduate Student Excellence (2012). \$1,000 scholarship designed to attract excellent graduate students into Sam Houston State University programs.

President's Employee Scholarship (2012 – 2014). \$700 competitive award granted to Sam Houston State University employees pursuing degrees at Sam Houston State University and based on performance within the program.

Graduate Student Travel Grants (*September, 2012; September, 2013*). Three separate competitive grants awarded for conference participation over the past two years, ASHE, TACUSPA, and SERA.

TEACHING EXPERIENCE

English Lecturer, Hokuriku Gakuin Tankidaigaku, Kanazawa, Japan. 1993-1998.

Responsibilities

- Taught English courses for 160 college students each year.
- Designed curriculum for English department courses
- Organized student events and activities and supervised student outings.

Language Instructor, English Language Program, Tonalá, Mexico. 1992.

Responsibilities

- Taught conversation classes at a community center while studying Spanish.

INTERNATIONAL LIVING EXPERIENCE

Japan - Lived and worked in Japan for six years.

Mexico - Lived and worked in Mexico for three months.

Multiple Countries - Worked on a Greek operated cruise ship for a period of one year as an independent video camera man. Visited fifteen different countries, becoming acquainted with peoples and places throughout Alaska, Asia and Europe.

LANGUAGE SKILLS

Japanese - Advanced competency

Spanish - Intermediate competency