



WEST VIRGINIA STATE UNIVERSITY

Director of International Student Services Institute, WV

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The Director of International Student Services is responsible for leading the International Student and Scholarship unit in the Office of International Student Services at West Virginia State University. The Director reports to the Director of Admissions and works in close collaboration with a team to support WVSU's international students and scholars. This position is responsible for the day-to-day operation and development of international students as well as collaboration with campus units to ensure international student success. Additionally, the Director manages and facilitates student data in SEVIS, ensures compliance with federal regulations, and revises program operation policies that enhance the student success and transition of international students. This position manages communication between WVSU and the international partnerships and exchange activities. The Director works to ensure constant communication between Enrollment Management and other campus stakeholders.

Responsibilities for the Director

- Serve as primary administrator of academic international student and scholar database.
- Lead the overall strategy and development of programming and services through the international student journey model, including International Student Orientation, academic and cultural advising sessions and workshops, and other student programming and events throughout the year.

- Maintain compliance with visa regulations, provide high-quality advisement and service to students, and support long-term strategies for recruitment and retention of international learners.
- Conduct evaluation for continued improvement for International programs and services. Recommend changes as appropriate based on analysis.
- Engage and coordinate with key administrative and academic constituencies and community stakeholders to support international student and scholar success.
- Assist in the development, implementation, and maintenance of the risk management and export control policies on international education policies and procedures.
- Serve as a primary 24/7 contact for crisis management for the International Student Services unit.
- Assist in the development and implementation of a comprehensive internationalization strategy, which includes writing grants and foundation proposals.
- Work with the International Advisory Board to support a broad range of internationalization initiatives on WVSU's campus.
- Develop and manage the Phi Beta Delta honors program.
- Establish and maintain strong relationships with government scholarship sponsors, educational agencies, and non-profit organizations related to West Virginia State University's international initiatives.
- Lead the development and implementation of Office of International Student Services special events, including Homecoming, International Education Week and others.
- Collaborate with Alumni Relations, Research and Development and Academic Affairs as needed to further international strategy.
- Assist with budgeting, goal setting, office planning, and special projects.
- Represent Office of International Student Services at campus, community, and national meetings as requested.
- Other related duties as assigned.

Education and Experience Required

The successful candidate will possess an earned masters' degree and previous experience in scholar programming, student success services, and procedures in a university setting.

Preferred Years of Experience, Skills and Training

The ideal candidate will have experience with USCIS, ICE and SEVIS compliance, recruitment of international students, international student programming, etc. The ideal candidate will have a demonstrated ability to lead and cultivate a common and strategic vision and collaborative culture to achieve institutional goals for international student enrollment and retention.

Salary Statement

Salary will be commensurate with education and experience.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by July 31, 2023. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.