**Director, International Education**  
*Job Number: 47312*

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<th>Campus/Location</th>
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<tr>
<td><strong>Department Name</strong></td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td><strong>Grant Funding</strong></td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<td><strong>Close Date</strong></td>
<td>December 4, 2018</td>
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**Job Description**

Under the general direction of the Mary Lou Fulton Teachers College and the Center for Advanced Studies in Global Education (CASGE), and in direct collaboration with Office of University Initiatives, the director will oversee the daily operations and coordinate activities of The Mastercard Foundation Scholars Program at ASU as well as other international education projects to ensure that the goals and objectives of the program are met. This position will require international travel and some evening and weekend work.

The job posting is only open to current Arizona Board of Regents employees (Arizona State University, University of Arizona, or Northern Arizona University).

**Essential Duties**

- Provide leadership for current and potential CASGE programs including The Mastercard Foundation Scholars Program MCFSP 1.0 and 2.0, and the Education Workforce Commission, and related programs in the college across Divisions.
- Plan, coordinate, implement and evaluate the Mastercard Foundation Scholars Program, including scholar recruitment, events and activities and academic monitoring.
- Collaborate with appropriate university offices to develop and implement 1) the academic support program to ensure an integrated approach to student recruitment and retention activities and 2) faculty capacity building exchanges.
- Assist with the preparation of the budget; monitor expenditures in accordance with budget allocations and ensure the timely completion of progress and financial and narrative reports for submission to The Mastercard Foundation.
- Develop, compile and write communications and promotional literature for distribution such as brochures, flyers, invitations and end-of-year highlights.
- Prepare reports and keep records related to goals, objectives and strategies of the Scholars Program; in addition, develop and recommend new or revised program goals and objectives, as appropriate.
- Lead evaluation and reporting efforts; evaluate program effectiveness to develop improved methods; devise evolution methodology and implements; analyze results and recommend appropriate action.
- Manage local, national and international community and academic partnerships.
- Make annual recruitment and capacity building trips to Africa to ensure annual recruitment goals are met and institutional capacity building goals are achieved.
- Serve as central point of contact for internal and external stakeholders.
- Supervise a team of international student services assistants and a program coordinator to ensure quality services are provided to The Mastercard Foundation Scholars and alumni and to enable a cohort experience for all scholars emphasizing the “give-back” mentality of the program.
- Respond to inquiries from The Mastercard Foundation in a timely manner.
- Assist with the design and submission of future proposals related to international education.
- Work with Division II Director to develop international professional development opportunities (certificates and/or modules) for higher education administration and faculty.
| Co-design a comparative higher education course in collaboration with Division II Director.  
| Develop and facilitate special workshops for CASGE Fellows.  
| Identify and support new project development opportunities for CASGE.  
| Facilitate internal and external marketing and sharing of program information.  
| Encourage innovation amongst CASGE faculty and staff in pursuit of excellence in teaching and learning.  
| Collaborate with CASGE staff to support special projects and programs as needed.  

**Minimum Qualifications**

Bachelor's degree in a field appropriate to the area of assignment AND eight (8) years of related administrative experience, which includes five (5) years of supervisory experience; OR, Twelve (12) years of related administrative experience, which includes five (5) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Evidence of a Master's degree in a related field  
- Experience in one or more of the following: advising, student recruitment/retention, related student services, teaching in an institution of higher education (1 year)  
- Experience in international education, higher education and P-12  
- Experience in maintaining a high degree of confidentiality  
- Strong and collegial interpersonal skills and an ability to communicate effectively in person, writing, and by phone  
- Demonstrated knowledge of the principles and methods of program management  
- Experience in leadership behaviors and abilities  
- Experience in rapidly adapting and effectively utilize new technology, practices, policies and methods  
- Experience in interpreting student needs and determine when referral to other University resources is appropriate  
- Experience in designing presentation materials and giving oral presentations in group settings  
- Demonstrated knowledge of ASU academic structure and organization as well as various academic programs, colleges and departments  
- Experience in working both independently and as part of a team  
- Experience in problem solving and taking initiative and set priorities while being flexible  
- Experience in work that requires attention to detail and thoroughness in completing assigned duties  

**Working Environment**

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts. May be required to perform tasks in the field within and/or across University campuses. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

**Department Statement**

Arizona State University’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor's, master's and doctoral degree programs.

Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.
In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:

- Pursue excellence at scale to achieve impact
- Exercise leadership through innovation
- Champion diversity of people and ideas
- Share responsibility for the strength of communities

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Instructions to Apply**

The job posting is only open to current Arizona Board of Regents employees (Arizona State University, University of Arizona, or Northern Arizona University)

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

**Instruction for ASU Online Employment Applications**

Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](https://cfo.asu.edu/hr-applicant) and scroll down to Jobs at ASU.

- Select **External Staff Job Opportunities** if you’re not currently an ASU employee (you must create an account or enter existing account information).
- Select **Internal Staff Job Opportunities** if you’re a current ASU employee.
- Enter Requisition ID **47312BR** in the Search box.
- Click the red job title to view the entire job description.
- To apply, select the check box to the left of the job title and click on **Apply to job(s)** at the bottom of the screen.
- Click **Let’s get started** to begin the application process.