The University of Missouri-St. Louis is searching for an engaged and dynamic Executive Director of International Studies and Programs who believes in the transformative power of an international education. We seek a highly-qualified successor to our outgoing director, who is retiring after long and distinguished service to our university. The new leader will build on existing programs and international partnerships, primarily in Asia and in the Middle East, and develop new international opportunities for the university. We seek a collaborative leader who understands the increasing complexities of the higher education and international landscapes.

The Executive Director will raise the profile of International Studies & Programs (ISP) both on campus, locally, regionally and nationally. The ideal candidate will use his/her advanced skill sets and experience in modern marketing and communication strategies to enhance the effectiveness of ISP operations in an inspiring way. The Executive Director will continue the work to strengthen UMSL’s role in the St. Louis regional internationalization strategy (e.g. http://www.stlmosaicproject.org/about-us.html).

The University of Missouri-St. Louis (UMSL) has over 16,000 students, several hundred of whom are international students from over 70 countries, and is the largest public research institution located in Missouri's most diverse, populous, and economically vibrant region. UMSL is a part of the University of Missouri land-grant system and is classified as RU-H (high research activity) and as a Community Engaged Campus by Carnegie rankings. The Executive Director of International Studies and Programs (ISP) will embrace this vibrancy as the foundational framework for fostering engagement with our core communities and cultivate an environment where all of our students think globally and see UMSL as a core component of their future.

International Studies and Programs engages student, campus and community learning through a wide range of initiatives, programs and services. ISP supports study abroad and exchange opportunities, services for international students and scholars, collaborations with area organizations to enhance the region's cultural life and economic development, organizes and presents a wide variety of diverse events that engage, inform and enlighten on international affairs and other peoples and cultures. ISP efforts have been based on a foundation of a faculty committed to internationalization with six endowed international professorships and nearly 30 faculty fellows whose internationally focused research projects are supported through ISP.

Position
The Executive Director of ISP works with a focused, dedicated, and knowledgeable team of staff who are committed to providing diverse opportunities for all of our students, as well as strong support for faculty research, teaching, and service initiatives. The Executive Director leads the mission, vision, and strategies of ISP, reports to the Provost and Executive Vice Chancellor, and is a member of the Provost’s Council and Chancellor’s Cabinet. UMSL has developed a new strategic plan and the Executive Director will engage with the internal and external community to develop an ISP plan that encompasses the broad goals of the unit while aligning with the overarching institutional mission and vision. The Executive Director has primary responsibility
for the development, growth, and oversight of high-quality, high-impact experiences for our students, faculty, staff, and community.

The Executive Director will be expected to manage budget, personnel, and provide strategic planning for the unit while demonstrating experienced team leadership skills. The incumbent will also oversee compliance with federal regulations and policies, reporting to federal agencies. Other core areas of responsibility will include:

- Oversight of UMSL’s strong international program export in the Middle East and in Asia.
- Building a strategy to increase international student enrollment.
- Creating a strategy to attract international researchers to UMSL.
- Evaluating and mentoring faculty.

**Minimum Qualifications**

- Master's degree in a field related to international education, international studies or other related fields.
- Ten years of experience with responsibility in the field of international education, including a minimum of three years of administrative and supervisory experience in a complex international education office.
- U.S. citizen or permanent resident, as required by Department of Homeland Security, to serve as a primary designated school official (PDSO).
- Demonstrated knowledge of federal rules and regulations governing visas with three years of experience in providing oversight for federal compliance and risk management.
- Ability and readiness to frequently travel internationally.
- Demonstrated experience with fiscal management, including primary responsibility for developing, strategically maximizing, and overseeing budgets.
- Demonstrated experience in increasing student enrollment.
- A proven track record of successful collaboration with campus colleagues at all levels.
- Experience with student advisement practices and education abroad programs.
- A passion for transforming lives through international education.
- A commitment to articulating the mission, vision and values of the university and unit.
- Strong and effective management and supervisory skills with pronounced team-building and team-management expertise and a commitment to promoting a positive, cooperative, and productive work environment.
- A strong commitment and demonstrated success in promotion of diversity among faculty, staff and students.
- Excellent interpersonal and communication skills, international poise, and ability to work at all levels in a diverse public university.

**Preferred Qualifications**

- Doctoral degree in a related field.
- Proficiency in at least one language other than English.
- Extensive experience in international education program administration.
• Membership and active participation in international education related professional organizations.
• Experience in living, working, or studying abroad.
• Ability to solve problems diplomatically both locally and internationally.
• Experience in faculty advising, mentoring, and consulting.
• Experience in developing and designing support services, including advising, and programming to foster student engagement in an international education office.
• Knowledge of and ability to implement university, state and federal regulations for international and study abroad students.
• Demonstrated experience in higher education marketing and capitalizing on modern communications technology tools including social media and data analytics.
• Demonstrated success in advancing and implementing a strategic plan that promotes campus-wide cooperation and collaborations among faculty, staff, students, academic departments and centers, to develop international initiatives, programs and policies.
• Successful record of advancement, fund-raising, grant writing or similar activities.

How to Apply: Nominations and applications can be made at http://www.umsl.edu/searches/index.html, and inquiries can be made to Dean Christopher Dames, University of Missouri-St. Louis, Thomas Jefferson Library, St. Louis, MO 63121. Phone: (314) 516-5053. Email: cdames@umsl.edu. Formal review of applications and nominations will begin August 25, 2018 and continue until the position is filled.

The University of Missouri-St. Louis is an Affirmative Action, Equal Opportunity employer, committed to excellence through diversity.