Director of Global Education

The Director of Global Education oversees the international and off-campus study programs. Reporting to the Provost, the Director has faculty status and works with the appropriate faculty committees in the development and evaluation of the curriculum and students’ learning and development. The Director helps set the vision for international study and supervises all the leaders of the various off-campus programs and the Coordinator for Off-Campus Programs.

Since off-campus programs enroll a significant number of students each semester, the Director must work closely with the Associate Provost and Dean of Admissions in managing the overall enrollment of Westmont College so that on-campus enrollment does not exceed the “Conditional Use Permit.” The Director also works with the Student Life Office to provide support for international students at the College. Additionally, the Director will work closely with the Director of Risk Management at Westmont to enhance the safety of Westmont students while travelling abroad.

The Director has faculty status and will be expected to teach four credits per year, as assigned by the Provost.

Specific duties of the Director include:

- To articulate a vision for global education that draws upon the history and strengths of the college's tradition and to develop innovative plans for new global educational programs.
- To select and supervise the directors of the various off-campus and international study programs sponsored by Westmont College, including semester-long programs and Mayterms.
- To guide the crafting and evaluation of the curriculum for Westmont’s off-campus programs of study, insuring that the off-campus curriculum adheres to the policies and protocols established by the faculty and the appropriate faculty committees, such as the Senate and the Program Review Committee.
- To oversee the full budget for all global education programs and to guide the directors as they develop their specific program budgets, travel and housing arrangements, and all other logistical plans for off-campus study.
- To establish, refine and oversee safety and security protocols for all off-campus programs and to direct any adjustments in the programs to address safety concerns.
- To oversee the recruitment of students for off-campus programs and to manage the enrollments in the programs so that the College meets budget goals and works within its overall enrollment cap.
- To explore new sites and opportunities for off-campus study for Westmont students.
- To oversee the approval process for students attending non-Westmont study abroad programs.
- To develop and supervise pre-trip and post-trip educational experiences for students who spend a semester studying in an international setting.
• To stay current on best practices in international study and service, and to represent the College at various conferences and organizations concerned with global education.

• To keep careful statistical information on program recruiting, and participation and internal scholarship tracking, along with trends in global/off-campus program participation in order to provide occasional reports to the administration and campus community.

• To assist with the pursuit of grants that would support the development and maintenance of international education programs.

• To fulfill other responsibilities, as assigned by the Provost.

Qualifications

• An earned doctorate and qualifications to serve in a faculty appointment.

• Experience living, studying and travelling in multiple international settings.

• Experience leading or serving with study abroad programs for college-age students highly desired.

• Administrative capacities for strategic planning, budget formation and control, mentoring and guidance of faculty and staff, and risk and crisis management.

• Strong writing and communication skills; ability to work with multiple media highly desired.

• Understanding of and personal support for the college’s mission as a high quality Christian Liberal Arts College and a strong and demonstrated commitment to the Christian faith.

• Ability to work collaboratively and harmoniously with co-workers and others by sharing ideas and resources willingly, constructively and positively.

• Ability to listen to and respectfully consider the ideas and perspectives of others, readily admitting and correcting personal mistakes and working promptly toward reconciliation and forgiveness during conflict.

• Respect for the diversity of our community in words and deeds.

Application Process:
An interested candidate should send a cover letter, a completed formal application (http://www.westmont.edu/offices/provost/documents/faculty_application2012.pdf), a curriculum vitae, and the names and contact information of three references to Dr. Mark Sargent, Provost, Westmont College, 955 La Paz Road, Santa Barbara, CA 93108 or to provost@westmont.edu. Review of applications is on-going until the position is filled.