



WESTMONT

Assistant Director of Global Education (Full-time; 40 hours/week; 12 months)

Global Education Office

Position Summary:

Manage the Global Education Office. Advise students regarding domestic and international programs and assists them with the application process. Assist the Director/s of Global Education with the administration of all programs, which include: Westmont operated programs; Mayterm programs and approved affiliates' programs.

Qualifications:

Requirements include: B.A./B.S.; 3 years related experience, and personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectation. Some travel or tour planning experience highly desired; excellent communication skills, including public speaking ability, writing and editing of reports, publications, and grant proposals; ability to relate well with students, faculty, staff and the public; developed organizational ability, attention to detail, proficiency in Microsoft Office suite and website maintenance. Ability to work under minimal supervision with broad latitude for initiative and independent judgment required.

- Oversees and tracks Global Education Office priorities for cycle of semesters/Mayterm programs.
- Coordinates with faculty leaders all program preparation and implementation.
- Meets with Global Education Directors/Co-Directors for planning, problem solving, and communication.
- Supervises Global Education Coordinator.
- Develops and maintains relationships with students throughout the application, confirmation, on-the-ground and re-entry process.
- Serves as primary student advocate with other Westmont departments (Records, Business, Financial Aid, Housing, Disability Services, and Student Life).
- Maintains oversight of technology for Global Education Office, including Global Education website, brochures, and online application design/upgrades, online resources for Global Education faculty and students.
- In collaboration with Risk Management, monitors and oversees implementation of ISOS for all Global Education faculty, staff, and students.
- Communicates regularly to the faculty and staff about the Global Education programs and opportunities.
- Oversees timely publicizing of Global Education opportunities throughout calendar year.
- Serves as the primary liaison to the Global Leadership Center's resident director to develop and assess strategies to improve student reentry and vision for the future.
- Advises students; helps students identify the most appropriate program options; discusses application steps and program timelines; maintains relationships with students through the application, on-the-ground, and re-entry process.

- Collaborates with Global Studies Fellows faculty on developing projects and programs for Global Fellows.
- Oversees implementation of face-to-face and online orientation for all students (health, safety, and cross-cultural sensitivity and adaptation .
- Streamlines existing policies and procedures; establishes new systems as guided by Global Education Director/s.
- Maintains communication with program faculty leading programs regarding safety and security, financial updates, on-the-road concerns.
- Initiates training for program directors/assistants on ISOS, Vendorlink, Simpler Traveler, etc.
- Presents an overview of Global Education at Orientation, Preview Days, Parents' Weekend, etc. as requested.
- Serve as requested on GEO Committee and Global Travel Advisory Committee (GTAG).
- Oversees and evaluates the work of the GE Program Associate.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Assumes other duties as requested by the Director of Global Education.

Reports to: Director of Global Education

*** Pay Range:** \$ 22.07/hr - \$30.35/hr

** The pay range posted for this job opening reflects what Westmont College reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions.*