

Bucknell University  
Director, International Student Services  
Lewisburg, Pennsylvania

### **Job Summary**

The Director provides the vision and direction for the office and activities of the Office of International Student Services. The Director works to address the needs of, and enhance the educational experiences of all international students on campus. The Director will provide academic and social guidance and support to international students and student cultural organizations, act as a liaison to Immigration Services and Admissions, make referrals to appropriate campus resources, implement educational, cultural, and developmental programs focusing on academic success and intercultural competence, connect international students to the Bucknell and local communities, and serve as an advocate for international students. The Director is responsible for promoting an environment which affirms diversity and intercultural exploration as well as implementing community building activities across campus, in collaboration with students, staff and faculty. The director is a member of the Dean of Students Office and actively participates in organizational meetings, events, and activities. This is a full time, fully benefited position.

### **Duties and Responsibilities**

#### Student Development:

Advise individual international students and cultural student organizations on academic, social and personal well being

Collaborate with faculty, academic deans and the Writing Center to develop and implement academic success programming for international students Offer training on international student concerns and intercultural competence to campus departments and student groups

Coordinate arrival of all new international students in collaboration with Housing, Transportation and Card Services, Public Safety and Residential Education Coordinate the International Orientation Program, assuring an intentional and supportive transition for all non-U.S. Citizens, dual citizens, U.S. Citizens overseas, and permanent residents who attend

Conduct seminar on U.S. culture and intercultural competence for first year Fremont Scholars and coordinate placement in campus departments for upper class Fremont Scholars

Coordinate the International Friendship Host Family Program in collaboration with a community volunteer

Advise and communicate regularly about programming and initiatives with staff of Leiser International House

Advocacy:

Advise and support Admissions, International Education, and other offices in their efforts to recruit and retain international students

Serve on various campus committees and advisory boards to represent the interests and concerns of international students

Oversee and act as a liaison for the Burma-Bucknell Connection

Immigration Services:

Assists the Director of Immigration Services on legal and regulatory matters that pertain to international students

In collaboration with the Director of Immigration Services and the Office of the Registrar, coordinates mailing of initial I-20 or DS-2019, along with instructions and relevant arrival information to all incoming international students

In consultation with the Director of Immigration Services, advises international students and provides workshops on travel, work and study eligibility issues, both at Bucknell and in the U.S.

Serve as the official contact for foreign governments and/or sponsoring agencies on certification of enrollment

Provide invitation letters to international students' families, as well as residency letters for student travel and obtaining U.S. identification and Social Security numbers

Act as primary contact for CINTAX, an online tax preparation program that Bucknell subscribes to for international students. Provides workshops on this program in collaboration with the Office of Finance

Administrative Responsibilities:

Supervise the overall operation of International Student Services' programming, services, student development, activities, budget, and staffing

Co-supervise the Administrative Assistant to International Student Services and Multicultural Student Services and student staff

Participate in professional development opportunities, including membership in NAFSA: Association of International Educators

Collaborate with departments across campus, including Dean of Students, Enrollment Management, Academic Affairs, Civic Engagement, Career Development Center, Housing and Residential Education and Alumni Relations

Other duties as assigned

### **Minimum Qualifications**

Master's degree and 3-5 years relevant experience working with an international student population in a higher education setting Demonstrated ability to provide advising, mentoring, and programming to support international students Ability to work across cultures and styles at all levels of the organization, and to cultivate and maintain strong relationships and build consensus and support Excellent communication and interpersonal skills Familiarity with student development theory and practice generally and as it relates to international students

### **Special Instructions**

Bucknell University values a diverse college community and is committed to excellence through diversity in its faculty, staff, and students. An Equal Opportunity/Affirmative Action Employer, Bucknell University especially welcomes applications from women and minority candidates.

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