



VACANCY ANNOUNCEMENT

Director of International Affairs

Full-time, Administrative & Professional Faculty, Exempt
Position FA312

Longwood University, founded in 1839 and nestled in the heart of Virginia (60 miles west of Richmond), is a coeducational public institution that seeks a qualified individual to lead the Office of International Affairs. The Director reports directly to the Provost and Vice President for Academic Affairs and will direct all activities in the Office of International Affairs, including all efforts to manage and increase study abroad for Longwood students, and all efforts to manage and increase numbers of international students coming to Longwood. Primary responsibilities include:

- Providing leadership for development and oversight of a comprehensive university-wide initiative to promote international programs;
- Developing recruitment strategies to attract international exchange students, facilitating study abroad programs and promoting increasing student participation in study abroad, promoting faculty participation in international teaching and research activities, and working with academic departments and programs to internationalize the curriculum and the campus;
- Developing partnerships and managing agreements with international universities and organizations that result in international student enrollment at Longwood University as well as study abroad opportunities for Longwood students; and
- Provides leadership for university efforts to enhance international awareness on campus and support for academic programs that are planning to provide international experiences for their students.

QUALIFICATIONS: Doctoral Degree preferred, or Master's degree required with extensive years of administrative experience in a higher education setting with international program administration, including experience with international and study abroad students. The successful candidate will have specific experience in international program development strategies, understanding of study abroad programs including exchange programs and faculty-led programs, and knowledge of federal and state regulations relevant to international students and scholars. Ability to manage and supervise a support staff and administer department budgets. Ability to work and communicate in culturally diverse communities as well as collaborate with University partners. Travel to off-campus locations as well as international travel is required.

Salary is commensurate with qualifications and experience. Commonwealth of Virginia benefits accompany this position. Successful criminal background check is required. Position will remain open until filled. To apply, please send a letter of application, resume, and contact information for three references to (indicate position FA312):

Human Resources

Longwood University
201 High Street, Suite 212
Farmville, VA 23909

Ph: (434) 395-2074 / Fax: (434)395-2666

Electronic applications accepted: humres@longwood.edu

