

Director of International Travel Health, Safety, and Compliance

Position Summary

Reporting to the Vice Provost for Global-Local Affairs (VPGLA) with considerable latitude for independent judgment, this position will be critical in leading the University's international/global travel, health, compliance, and risk management activities.

This position will provide leadership for developing, managing, and implementing policies and procedures that promote health, safety, and transformative learning experiences while mitigating international travel risks and providing guidance and expertise to all students, faculty, and staff participating in university-sponsored global travel.

The Director will develop and implement comprehensive risk protocols and assessment of programs, provide appropriate training and resources, and ensure a responsive crisis management system is operational. The role requires a deep understanding of international health, safety, and security issues, as well as the ability to work collaboratively across all schools/colleges, units, and offices (e.g., office of general counsel, risk management, insurance, student services, academic leaders) to build and foster awareness of the international travel health, safety, and compliance issues for international travel activities and serve as the leader in Global-Local Affairs for these issues.

Importantly, this role requires leadership in the development of process and compliance enforcement of that protocol consistent with LMU's standard operating procedures and with state, national, and international requirements.



Position Specific Responsibilities/Accountabilities

- Policy/Protocol Development and Implementation – Create and implement comprehensive health, safety, and security policies for university-sponsored global/international travel. Ensure these policies comply with relevant local, national, and international laws and regulations.
- Risk Assessment and Mitigation – Evaluate global/international risks and threats, develop and implement risk mitigation strategies, and develop reporting/monitoring systems to ensure compliance and appropriate and timely responses. Establish and regularly review emergency response protocols.
- Training and Resource Development – Develop high-quality training and educational programs with relevant resources on health, safety, and security issues for students, faculty, and staff participating in university-sponsored global/international travel. Implement regular and consistent delivery of the programs through synchronous and asynchronous channels for ongoing education of participants in international travel.
- Travel Tracking and Communication – Identify best practices for monitoring/tracking international travel; implement an electronic and virtual protocol for instant communication with university travelers and the ability to identify LMU stakeholders in times of crisis.
- Emergency Response and Crisis Management – Design, implement, and manage an effective emergency response and crisis management system for incidents involving international university travelers.
- Collaboration and Liaison – Work collaboratively with multiple departments and units across the university; act as a liaison to external stakeholders, e.g., international security companies, health and travel insurance providers, and local, national, and international government agencies.
- Program Evaluation – Regularly evaluate the effectiveness of the health, safety, and risk management programs for global/international travel university travelers, consistent with best practices to enhance reliability and compliance.
- Perform other duties as assigned or requested.

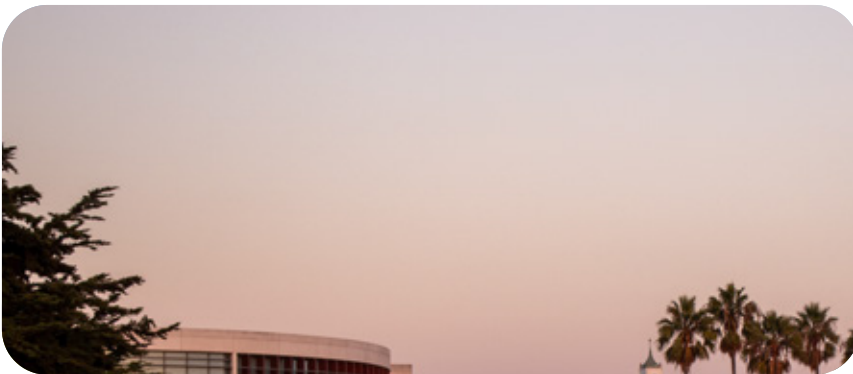


Loyola Marymount University Expectations

Exhibit behavior that supports the mission, vision, and values of the university. Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct. Demonstrate a commitment to outstanding customer service.

Qualifications

- Typically a Master's degree in international relations, higher education administration, risk management, or a related field, or equivalent experience.
- A minimum of five years of managerial experience in international education, international risk management, global health, safety, and security, or an equivalent role, preferably in a higher education setting.
- Demonstrated understanding of best practices and applicable regulation of international travel, health, safety, and security. Ability to stay current with trends in the field of international education as well as national and international policy and regulatory changes.
- Strong interpersonal communication skills (both written and oral). Demonstrated problem-solving, decision-making, and project management skills. Proven ability to strategize, prioritize, and collaborate with others to meet short- and long-term goals and deadlines.
- Proven ability to work effectively with various internal and external stakeholders, including faculty, staff, students, administration, parents/families, and international partners.
- Demonstrated knowledge of the logistics of international travel. Overseas experience and knowledge of a language other than English.
- Demonstrated ability to organize multiple sources of information, effective public speaking, and strong oral and written communication skills. Experience making effective presentations, establishing appropriate office and record-keeping procedures, and generating documents, reports, and correspondence in a timely manner.
- Evidence of preparing comprehensive reports and executive summaries incorporating complex, highly technical information. Ability to produce assessment data for university-wide reports and national surveys.
- Must be able to work flexible hours, including evenings, weekends, and holidays as needed for emergency response.



The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Procedure For Candidacy

LMU has retained Gateway Executive Search to lead this search. Applications should include a resume and a cover letter of no more than two pages. The cover letter should address why the applicant is interested in the position, how their professional experience fits with the needs of LMU, and how they would foster and promote an environment of diversity, equity, and inclusion in this role.

LMU seeks applications from minorities, women, and other under-represented groups. LMU is an Equal Opportunity Employer committed to attracting and supporting staff who fully represent the racial, ethnic, and cultural diversity of the United States. Read more at: <https://resources.lmu.edu/dei/initiativesprograms/recruitmentretentioninclusiveclimate/>

All inquiries, nominations, and expressions of interest will be held in confidence and should be submitted to the search consultants through search@gatewayinternational.org

Applications will be accepted electronically via this [link](#) until **March 15**. Applications submitted by email will not be accepted.

Gateway Search Team

Gateway Executive Search provides executive search services to institutions and organizations seeking highly professional and skilled practitioners. Executive search consultants are professional international educators with extensive networks to identify and recruit diverse talent.

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