

Director of Education Abroad

Position Summary

The Director of Education Abroad leads a critical and dynamic unit within the Office of Global-Local Affairs and is responsible for overseeing, developing, promoting, and evaluating a wide range of education abroad and international/global learning experiences.

The Director will provide leadership for developing and implementing strategic initiatives within Global-Local Affairs that directly align education abroad programming with the university's academic objectives, mission, and vision for comprehensive internationalization.

With a strong business orientation and demonstrated success in creating innovative, revenue-generating international programs, as well as experience and expertise partnering with faculty, staff, and senior administrators, the Director will work collaboratively across all schools/colleges, units, and offices to develop education abroad at LMU.

The Director supervises four professional staff, and reports directly to the Vice Provost for Global-Local Affairs.



Position Specific Responsibilities/Accountabilities

■ Strategic Planning and Execution

- a. Develop and implement strategic initiatives within Global-Local Affairs that directly align education abroad programming with the university's mission in consultation with faculty, staff, and the Deans of all academic schools/colleges.
- b. Establish and maintain positive relationships, fostering trust, respect, and confidence between education abroad and internal and external constituents.
- c. Lead with current knowledge, skills, and abilities informed by leading practices in the field of international education.
- d. Create collaborative initiatives involving both international and study abroad students with relevant University departments, such as the Office of International Students & Scholars, Student Affairs, Admissions, and others.
- e. Represent LMU at relevant professional conferences, and serve on key university committees to promote a university-wide understanding of the critical role education abroad plays in fulfilling LMU's mission and vision.

■ Leadership and General Management

- a. Steward the human resources of the office, including staff selection, training, evaluation, and supervision.
- b. Mentor and motivate staff, ensuring all take advantage of appropriate professional development opportunities.
- c. Utilize operational planning to ensure business efficiencies.
- d. Lead entrepreneurial collaborations with internal stakeholders to generate revenue for creative and innovative education abroad programming.
- e. Provide timely and prudent fiscal management including budget planning, monitoring, and evaluation.
- f. Develop innovative marketing approaches of University programs, and global learning opportunities.
- g. Routinely conduct assessment of student learning outcomes as well as faculty/student satisfaction with the services provided by the office.

■ Program Planning and Oversight

- a. Oversee all LMU, affiliate, and exchange programs abroad and in the U.S.
- b. Provide oversight of policy and procedure development based on 'best practice' research.
- c. Develop strategies to enhance student access, promote services, and assess and maintain student satisfaction in programming.
- d. Ensure that education abroad program information/communications is current and accessible, and lead outreach and awareness efforts by identifying opportunities for students and new programs.
- e. Supervise all education abroad enrollment management processes including marketing, recruitment, application processes, and orientations.
- f. Ensure full compliance (legal, risk management, policy, etc.) for all education abroad programs.
- g. Consult with the Director of Operations, Global-Local Affairs on the financial management of all education abroad programs and the office operating budget.
- h. Provide oversight for design and implementation of international health and safety protocols.
- i. Collaborate with faculty and partner providers to implement faculty-led, exchange, and affiliated programs. Work with faculty to ensure high-quality education abroad programs aligned with best practices in the field.



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

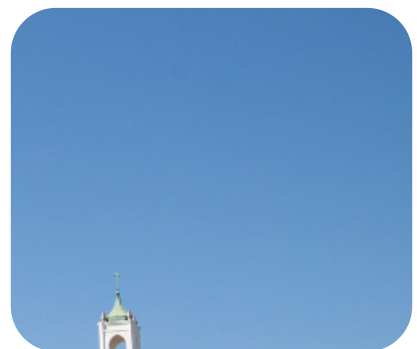
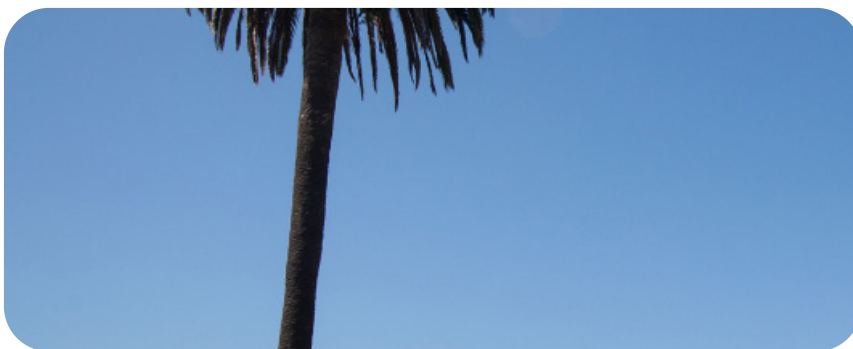
Required

- Typically a Master's degree in international education, higher education administration, international relations, or a related field, or equivalent experience.
- Minimum five years of proven demonstrated and progressive leadership in international education in a higher education setting.
- Significant engagement with and contributions to an institution's leadership team.
- Demonstrated ability to collaborate with university colleagues, especially faculty, in the creation, growth, support, and management of education abroad programs.
- Strong interpersonal and communication skills and the ability to work cooperatively with diverse populations of faculty, students, staff, parents, and international partners.
- Demonstrated superior public speaking and writing abilities. Ability to make effective presentations, generate appropriate reports and executive summaries incorporating complex, highly technical information, in a timely manner.
- Demonstrated computer competency and knowledge of business information systems such as Terra Dotta and student information systems.
- Able to work flexible hours, including evenings, weekends, and holidays as needed for emergency response.

Preferred

- Terminal degree appropriate to the leadership of an international education office within a selective liberal arts college.
- Experience living, working and/or studying in diverse cultural settings.
- Teaching experience at the college or university level.
- Proficiency in a language other than English.

The above statements 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 for 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 2024**. 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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