

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROJECT DIRECTOR - QATAR INTERNATIONAL STUDENT PROGRAM

SUMMARY DESCRIPTION

Under direction of assigned administrator of record, provide direction and coordinate all aspects of the Qatar International Student Program in accordance with the approved Master Agreement; serve as primary liaison for the program; identify and implement strategies that enhance program success; develop and maintain relationships with the Embassy of the State of Qatar, U.S. Immigration Services, Cohorts, and community organizations; provide information and assistance relative to the program to administrators, faculty, staff, students, and the general public; work collaboratively with staff responsible for other international student programs; and perform a variety of responsible and complex operational duties in support of the Qatar International Student Program

DISTINGUISHING CHARACTERISTICS

The Project Director – Qatar International Student Program is supported through restricted funding sources. Availability or persistence of the position is dependent on continuation of funding. Incumbents perform a full range of program coordination duties in support of the Qatar International Student Program area including to participate in the development, implementation, and administration of assigned services and functions, participate in budget development and monitoring, and program area policy and procedure development and implementation. Positions at this level coordinate communication and work activities with other agencies, students in the program, and District staff. Assignments are completed with a high degree of independence and require knowledge and ability to work with officials of other governments and agencies as well as a diverse student population with English as a second language.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate, supervise, and participate in all aspects of Qatar International Student Program; ensure compliance with all aspects of Master Agreement requirements. **E**
2. Assist in the planning, design, and implementation of program elements that support service delivery; participate in processes to enhance scope and schedule of services and activities. **E**
3. Provide coordination of resources for the Qatar International Student Program; determine program short and long-term needs and develop recommendations; design processes and procedures to implement, maintain, and/or manage functional area resources. **E**
4. Participate in the development and implementation of policies and procedures for the Qatar International Student program area; research, implement, and administer policies, procedures, and changing business practices and processes for assigned area; develop and maintain handbooks, forms, and related policies and procedures. **E**
5. Provide assistance in resolving operational and administration problems; identify problem areas and issues; conduct research to find alternative solutions; make recommendations and implement as approved. **E**
6. Collaborate with the College's Admissions Officer on the appropriate process and procedures that guide international student admission and matriculation in accordance with U.S. Immigration and Naturalization regulations. **E**
7. Coordinate with existing campus F-1 Visa staff to assist program students seeking F-1 Visas including I-20 certification through the District or a Cohort. **E**

8. Assist students seeking to acquire a California driver's licenses, housing, and other program related transport services. **E**
9. Coordinate with the campus International Programs office to develop/present program workshops and cultural/social integration activities. **E**
10. Coordinate with respective District departments/service areas to provide students with support services outlined in Master Agreement or as otherwise identified to ensure student success. **E**
11. Coordinate with respective District departments on the administration of program budget and financial transactions related to the operation of the program; collect and analyze financial data; create data tracking and reporting systems; monitor status. **E**
12. In conjunction with the College's Admissions Officer, coordinate the services for new and continuing program students related to a variety of matters including immigration issues, housing, financial matters, Internal Revenue Service, and cultural sensitivity. **E**
13. Participate in coordinating assigned activities and functions with other staff and functional areas as well as local, state, and federal agencies/jurisdictions, partners, and the general public; coordinate with, interact with, share knowledge, and develop and maintain collaborative relationships. **E**
14. In collaboration with the campus International Programs Office, present information on Qatar International Student Program to a variety of groups at various community events, workshops, conferences, and other events; provide accurate and detailed program information as requested; respond to and resolve inquiries and complaints. **E**
15. Monitor students for satisfactory academic progress. **E**
16. Refer students who are in danger of being dismissed for not achieving program requirements to appropriate support services for the development of corrective plans. **E**
17. Prepare program related brochures, newsletters, and other informational materials. **E**
18. Perform a variety of administrative, operational, financial, and analytical duties in support of the Qatar International Student Program; conduct studies, research projects, and analysis; prepare administrative, operational, and financial reports. **E**
19. Maintain records concerning program activities; process incoming and outgoing documents; prepare and track various documents; prepare reports and briefings on program status, progress, changes, and related items. **E**
20. May provide training and work direction to student workers and/or other assigned staff; schedule assigned staff; ensure staff follows District policies and professional standards. **E**
21. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Organizational, operational, and structural functions of postsecondary institutions.
Goals and objectives of the program area.
Basic principles and practices of program development, administration, and review.
Leadership and management principles and practices.
Methods and techniques of developing business relationships and partnerships to achieve mutual goals.
Methods and techniques used to communicate and coordinate program activities of cohorts...
Interviewing techniques.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.
District organization, operations, policies and objectives.
Processes, procedures, and practices of budget preparation and administration.
Information and research resources available related to areas of assignment.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles, practices, and procedures of business letter writing.
Principles and procedures used in complex, inter-related record keeping.
Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.
Interpersonal skills using tact, patience, and courtesy.
Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills including multicultural communication.
Oral, cultural, and written Arabic communication techniques are desirable.

Ability to:

Understand the organization and operation of the Qatar International Student Program area as necessary to assume assigned responsibilities.
Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
Perform a full range of complex and responsible program and technical support as well as difficult administrative duties involving the use of independent judgment and personal initiative.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Coordinate, develop, and implement services and activities to retain and assist students in the Qatar International Student Program.
Analyze, interpret, apply, and explain policies and procedures for college programs and services.
Participate in the preparation and administration of assigned budgets.
Understand the nature of partnerships and identify mutual interests.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
Prepare and deliver oral presentations.
Research, compile, assemble, analyze, and interpret data from diverse sources.
Prepare a variety of clear and concise administrative and financial reports.
Independently compose and prepare correspondence and memoranda.
Select, train, evaluate and provide work direction to assigned staff and student workers.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Work independently and effectively in the absence of supervision.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a Bachelor's degree in liberal studies, international programs, public administration, or other related field and four years of increasingly responsible experience that includes working with multiple organizations/agencies to coordinate program or work activities and experience working in a multi-cultural and/or International environment..

DESIRABLE QUALIFICATIONS

Ability to communicate effectively in Arabic.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distraction; extended periods of time viewing computer monitor; work outside of normal business hours may be required in order to meet deadlines and to attend meetings in the evening or on weekends; travel may be required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.