Position: Associate Director, International Gateways

DEPARTMENT: International Gateways Program

IMMEDIATE SUPERVISOR: Director, International Gateways

POSTING DATE: September 28, 2015

CLOSING DATE: Until Filled

SALARY: Range: Mid $70K to mid $80K DOQ/E
Full time
Benefited

EXEMPT STATUS: Exempt

GENERAL NATURE OF POSITION: International Gateways offers high quality English language programs, cultural experiences, and support services to international students, professionals, and visitors at San José State University who want to develop communication skills and strategies for success in a global community.

The Associate Director will report to the Director, International Gateways, and will work together to develop policies and procedures governing the academic programs, to create new market and service opportunities that support the program’s long-range goals, and to develop an awareness and appreciation of the program on the campus and in the community. Under the general supervision of the Director, the Associate Director administers the following programs and support activities for Academic and Test Preparation and MBA Preparation Program. Responsibilities fall into three main areas: Academic Oversight (faculty and curriculum), Student Services (advising and activities), and General Program Administration.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Academic Oversight
   - Maintain the academic unit to create an optimal working and learning environment
   - Direct activities of International Gateways’ Instructors and program coordinators to ensure high levels of service and academic standards
   - Develop teaching and substitute teacher schedules
   - Oversee orientation, placement and testing
   - Review and update curriculum and educational materials/technology with faculty committees
   - Oversee accreditation processes and documentation
   - Assist Director with supervision and completion of annual performance reviews for academic staff
2. Student Services
   - Maintain high quality student services, advising and activities.
   - Consult with and advise students on day-to-day concerns including student conduct and academic probation.
   - Oversee the scheduling and administration of student activities.

3. General Program Administration
   - Assist Director in expanding the positive program presence on campus and in the community.
   - Work closely with the Director to develop and implement policies and procedures for fiscal operations in alignment with program goals and objectives.
   - Oversee program administration in Director’s absence.

4. Provide instructional lessons and activities as needed in an academic environment.

INTERPERSONAL CONTACTS:
A core component of this position is the establishment of effective working relationships with all campus and community entities such as
- International students
- Campus and International Gateways staff, faculty, student employees

QUALIFICATIONS:

1) Education and Experience
   - MA TESOL (or MA in related field with ESL/EFL teaching experience).
   - Minimum of 5 years successful teaching experience in an academic Intensive English Program (IEP), teaching a variety of skill areas at various levels.
   - Minimum three years of administrative experience of increasing responsibility in a university-based IEP.
   - Experience with the CEA accreditation process.
   - Demonstrated experience developing educational materials and program curriculum.
   - Experience living and/or studying overseas (preferred but not essential).

2) Knowledge, Skills and Abilities required
   - Strong intercultural communication competence.
   - Knowledge of US immigration policies regarding students.
   - Demonstrated ability to work effectively as a part of a team.
   - Competence in technology as used in student records, course management, and communications.
   - Demonstrated commitment to ongoing professional development and contributions to the field (research, publications, presentations, professional service, etc.).
   - Ability to provide prompt, accurate, and thoughtful responses to all inquiries.
   - Supervisory skills such as critical thinking, human resource management and effective decision making when many factors must be considered.
   - Adaptability to ongoing change.
3) **Physical Requirements**
   Busy, crowded office environment. Must be able to sit for extended periods, stand for extended periods, and travel to different areas across the campus. Position requires travel to locations outside of the state and the United States.

4) **Complexity of Duties**
   Performs duties under minimal direct supervision of the Director

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**SUPERVISORY RESPONSIBILITIES:** This position has direct supervision of full time instructors, the Academic Assistant and the Student Activities Lead, and general supervision of hourly instructors, and student assistants.

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**APPLICATION PROCEDURE**

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

San Jose State University Research Foundation  
Attn: HR/Job Code ADIG  
210 North 4th Street  
San Jose, CA  95112  
E-mail: foundation-jobs@sjsu.edu

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

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The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/co/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

In this document, the CSU outlines its requirements for conducting background checks for auxiliaries and outside entities that employ individuals in positions who are subject to legal background check requirements and those who perform duties that would require a background check if performed by CSU employees. In addition, the CSU requires those entities that employ individuals to perform
work or services at CSU-hosted camps or clinics where minor children (e.g., youth activities) participate to conduct background checks, including criminal record checks and sexual offender registry checks, on those employees.