

Position Title: Dean and Associate Vice President, College of International and Extended Studies
Position Number: 00000022
Position Classification: Administrator IV (MPP)
Job Code: 3300
Status: **EXEMPT**
Reporting Unit: 1140-IES Central Administration
Reports To: Provost and Vice President for Academic Affairs

Approved By: _____ **Date:** _____
(Name and Signature)

A. POSITION PURPOSE

Under the general direction of the Provost and Vice President for Academic Affairs, the Dean/AVP serves as the senior administrator for the College of International and Extended Studies. As an innovative team member, the Dean/AVP joins the President, Provost, and campus colleagues in strengthening San Jose State University's role as Silicon Valley's Metropolitan University.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

The Dean/AVP is responsible for the strategic direction and management of all initiatives and operations of the Division including:

1. Leadership in developing innovative degree and non-degree educational programs
2. Maintain strong ties in the community, regionally and beyond
3. Promote and develop strategic partnerships with the colleges
4. Supervise international student recruitment and admissions
5. Oversight of International Programs and Services

C. MANAGEMENT RESPONSIBILITIES

Academic:

1. Works with units/departments/divisions/colleges to develop innovative programs to serve the community.
2. Works with community groups, government, and industry to identify and meet their educational needs.
3. Promotes the reputation of SJSU as the Metropolitan University of Silicon Valley by developing educational partnerships with other educational entities and community agencies.
4. Serves as a liaison between SJSU and local, national, and international colleagues and organizations.
5. Works to internationalize SJSU by expanding study abroad opportunities, expanding faculty exchange opportunities, encouraging students from abroad to study at SJSU, and organizing programs to facilitate international exchange.
6. Develops programs for international students to expand SJSU's international reputation as a leader in higher education.
7. Works with the Global Studies task force (and Institute) and other academic entities to develop a complete international vision for SJSU (including student services, study abroad programs, and academic programs with an international orientation).
8. Serves as a proponent for international and extended education activities within the Academic Affairs Leadership Team, Council of Deans and the Council of AVPs.

9. Opens opportunities for the colleges to develop international and extension programs that enrich their programming and in some cases enhance revenue.
10. Opens self-support educational opportunities for faculty and academic units. Support self-support activities that arise within the colleges.
11. Supports the Provost and President with marketing materials and advice (where appropriate) with respect to their international travel.
12. Serves as the campus liaison for all international activities (e.g. agreements with other campuses, faculty exchange agreements, visitors from abroad) that arise within the campus or come to the campus from outside.
13. Prepares and administers guidelines for international exchanges between SJSU and other universities and colleges.

Administrative:

1. Recommends initiatives and changes to improve quality and services for the division including improvements in marketing, fiscal and information technology services.
2. Works with other units/departments/divisions/colleges to coordinate workflow and activities to insure a seamless operation in programs like Winter Session, Open University, Special Session, and International Studies.
3. Develops and presents recommendations for improvement of established processes and practices related to fiscal management of self-support funds, e.g. develop method for timely allocation to colleges. Initiates action to resolve issues.
4. Maintains contact with university colleagues and external customers and solicits feedback for improved services. Manage an open organization that responds to customer feedback and need.
5. Develops transparent budget processes and a precise budget for IES. Works with the AVP for IPAR and the Provost to assure the viability of the budget and the unit plans for the year. Close collaboration with the Provost's office on budget issues.
6. Prepares regular progress reports for the Provost and keeps the Provost informed about the status of ongoing projects.
7. Responds to and supports the Provost's international initiatives and projects.
8. Ensures completeness, accuracy and timeliness of all operation functions.
9. Operates CI&ES as a team with the mission of "access, international program development, and innovation." This takes many forms in this complex unit. But all parts of the unit focus on customer service and the development of innovative educational opportunities for people in Silicon Valley and throughout the world.
10. Establishes rapport with people from diverse backgrounds.

D. MANAGERIAL STANDARDS

Refer to Management Personnel Performance Standards.

1. Planning and Organization: Serves all staff and customers through efficient and organized systems. Meets and exceeds the expectations of our students and customers on campus and in the community.
2. Leadership and Supervision: Demonstrates an open, participatory, team-oriented management style. Encourages staff development and promotes job satisfaction.
3. Prevention and Compliance: Ensures that the unit meets and exceeds standards (HR, risk, audit, etc.). Ensures that members of the unit understand the importance of compliance with standards. Demonstrates this in behavior and instructions to staff.
4. Development: Consistency, fairness, and a concern for the development of individuals as well as the unit.
5. Communication: Listen, listen, listen. Respects the views of others and their competence in their field. Give advice and support as and when necessary. Establishes and maintains rapport with people from diverse backgrounds. Maintains dignity and concern for others in daily interactions.

E. SUPERVISORY RESPONSIBILITIES

The Dean/AVP is responsible for the overall administration and operation of a major division through a group of senior managers. The Dean/AVP has the responsibility to:

1. Communicate clearly the mission and goals of the unit.
2. Delegate by clearly assigning responsibility and authority.

3. Initiate organizational change.
4. Directly supervise employees.
5. Responsibilities include interviewing, hiring, and training employees. Planning, assigning, and directing work. Appraising performance. Rewarding and disciplining employees. Addressing complaints and resolving problems.
6. Carry out responsibilities in accordance with university policies and applicable laws.

F. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An earned doctoral degree and at least five years experience successfully managing a self-support extension unit is required.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. KNOWLEDGE, SKILLS AND ABILITIES

- a. Ability to interpret technical procedures or regulations.
- b. Ability to write reports business correspondence, and procedure manuals.
- c. Demonstrated effectiveness in leading the development and delivery of market responsive, self-supporting programs based on a combination of sound, innovative planning and effective responses to emerging opportunities.
- d. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
- e. Demonstrated success marketing international and extended studies programs in highly competitive regional and global environments.
- f. Ability managing staff to create an organizational environment that encourages efficiency and innovation.
- g. Ability in managing staff to create an organizational environment that promotes job satisfaction and commitment to the mission of the unit.
- h. Ability in fiscal planning and management
- i. Ability to define problems, collect data, establish facts, and draw valid conclusions and to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with multiple abstract and concrete variables.
- j. Ability to work collegially within the University community and to collaborate effectively with public agencies, private business sector and community based organizations in diverse multicultural environments.
- k. Ability to work with mathematical concepts such as probability and statistical inference, to apply concepts such as fractions, percentages, rations, and proportions.

2. EDUCATION AND/OR EXPERIENCE

This position requires a doctoral degree. At least five years experience successfully managing a self-support extension unit is required. Experience in both the development and successful delivery of programs and experience meeting university, regional, and international educational needs. Must have experience managing a large complex budget and experience managing a large diverse staff.