

ATTENTION:

The Office of the Provost at the University of Wisconsin-Whitewater seeks a Director of the Center for Global Education (International Education Director, AE051).

JOB DETAILS:

The Director of the Center for Global Education (CGE) provides university-wide leadership in advancing global engagement through the design and implementation of international and domestic programming. Responsibilities include managing study abroad, international admissions, international student services, as well as supervising 5.5 FTE staff members. The Director ensures high-quality student experiences and develops innovative partnerships with faculty and staff. The Director represents the university in government-related international matters, sits on the UW System Council on International Education, and serves as a liaison to professional networks.

QUALIFICATIONS:**Minimum Qualifications:**

- Three or more years of experience in international education including developing, directing and administering programs and services, as well budgetary and supervisory experience
- Master's Degree

Preferred Qualifications:

- A demonstrated record of accomplishment of implementing new programs and new programmatic strategies, with robust outcomes (in quality, academic outcomes, growth, and revenue).
- Demonstrated history in creating innovative programmatic strategies and successful implementation and collaborations.
- Experience handling, prioritizing and executing multiple projects accurately and providing high- quality results while maintaining a high level of customer service, professionalism, and team morale in a fast-paced environment with rapidly changing priorities.
- Experience leading travel study or study abroad programs, living or studying abroad or related international experience.

RESPONSIBILITIES:**1. CGE General Oversight**

- Provide strategic, programmatic, administrative, and financial leadership for CGE, aligning with university goals.
- Expand and oversee exchange and study abroad programs, ensuring rewarding, safe, and inclusive learning opportunities.
- Manage daily operations, set and achieve long- and short-term goals, and enhance education abroad offerings.

- Foster campus-wide visibility, collaboration, and support for global experiences, including advising and marketing initiatives.
- Promote participation from diverse student groups, including underrepresented, first-generation, and lower-income students.
- Draft and review MOUs for exchange and study abroad programs.
- Implement program review and assessment to evaluate impact and guide development of global initiatives.
- Report on CGE's accomplishments to showcase program success and contributions towards strategic goals.

2. Program Design and Strategic Support

- Design innovative strategies for CGE programming to align with university goals, including retention, graduation, and increasing participation in global experiences.
- Research trends, prepare policy briefs, and provide strategic recommendations for program development and improvement.
- Build campus-wide collaborations to encourage student participation in global experiences
- Oversee CGE's scholarship portfolio, including promotion, application management, and collaboration with campus partners to support student financial wellness.
- Represent the university and/or CGE on university, local, state, and UW System committees as assigned

3. Direct Supervision and Management

- Supervise and train CGE staff to ensure broad knowledge and effective advising services.
- Direct employees responsible for assisting faculty in the development of faculty-led travel study programs, including orientation, assessment, safety, and program management.
- Oversee employees managing faculty-led programming, ensuring timely development of itineraries, intercultural content, budgets, marketing, logistics, safety protocols, and faculty training.
- Support employees handling participation in affiliate, exchange (inbound and outbound), student teaching, and partnership exchange programs.
- Ensure accurate program materials are shared with students and review application policies for regulatory compliance.
- Manage education abroad credit transcription and maintain the international crisis management plan, ensuring timely responses to events affecting student and faculty safety.
- Inform senior leadership of risks or crises and coordinate official university responses.
- Provide comprehensive advising to help students select appropriate programs and take ownership of application, learning, and risk processes.
- Promote education abroad to academic departments, meeting exchange goals and fostering collaboration with faculty and staff.