

**Executive Director/Senior International Officer
Center for International Education
Position Description**

The University of Wisconsin-Milwaukee (UWM) is Wisconsin's second-largest university, with a unique dual mission of access and research to provide high-quality education for students from all backgrounds. UWM is one of 146 top research universities recognized as "R1" by the Carnegie - Classification from the Carnegie Foundation for the Advancement of Teaching, making UWM one of a limited number of institutions to have both Carnegie R1 and Community Engagement classifications.

UWM's unique dual mission of research and access makes it a driving force in the economy of the region and the state. Two-fifths of our students are the first in their families to attend college. One-third are Pell eligible, and one-quarter are from historically underrepresented minority groups. UWM was recognized in 2022-23 as a Top 10 Military Friendly school by VIQTORY and a Top 40 LGBTQ+ Friendly school by Campus Pride Index. UWM has partnered with other educational institutions to improve the success of all students. A leader in workforce development, UWM co-founded the Higher Education Regional Alliance in 2019 to help build Southeastern Wisconsin's talent pipeline. The alliance includes 18 colleges and universities, as well as community and economic development partners. In 2021, UWM helped launch the Milwaukee Anchor Collaborative, a group of health care and educational institutions committed to diversifying their workforces and hiring from Milwaukee's poorest neighborhoods.

UWM celebrates, values, and promotes the diverse voices and experiences of its students and employees and our community partners. We believe diversity enriches and strengthens our institution. UWM is committed to providing equitable access to opportunities for students and employees from every background. We aspire to create a campus climate that is welcoming to all. Learn more here: <https://uwm.edu/diversity-equity-inclusion/about-dei/>.

THE POSITION

Supervisor: Provost for Academic Affairs

Job Summary:

The Executive Director/Senior International Officer is charged with overseeing and managing all aspects of education abroad and several global initiatives at the university. The Executive Director/Senior International Officer is responsible for the international student experience at UWM from recruitment to onboarding, and support once the students arrive on campus. They will lead the visa processing operation and have expertise in leading a team of support staff engaging with international students as they secure the necessary documentation for their educational journey. Overseeing Study Abroad includes supporting faculty-led program development and recruitment and the expansion of student engagement in any form of study abroad experience. This position requires strong leadership, strategic planning, and international education expertise to promote, expand, and enhance the education/study abroad and other global experiences for students, particularly those who are from underrepresented groups.

The Executive Director/Senior International Officer provides administrative and strategic leadership of all UWM International Education services and operations to meet the needs of students, faculty, and staff. The Executive Director/Senior International Officer will lead the Center for International Education unit and provide oversight/supervision of Directors in the following CIE units: International Students and Scholars Services, Study Abroad, International Partnerships, Institute of World Affairs, and English Language Academy. The Executive Director/Senior International Officer will report to the provost to provide unit updates and engage in strategic planning.

- Establishes strategic direction and leads the administration of UWM's International Education units.
- Serves as the liaison to internal and external stakeholder groups and leaders, providing organizational information and representing the interests of UWM's International Education units.
- Develops and monitors operating policies and procedures to ensure compliance with regulations, institutional policies, and unit objectives.
- Monitors ongoing assessment and continuous improvement of programs, services, operations, and facilities by guiding CIE's annual goals, ensuring progress toward meeting goals, articulating challenges, and reporting on annual outcomes and achievements.
- Directs budgetary oversight, long-range fiscal planning, and budget development; Identifies new and innovative sources of revenue.
- Fosters a welcoming and inclusive environment for all students, faculty, and staff.
- Exercises supervisory authority, including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and/or approving hours worked.

Areas of Responsibility:

1. International Student Recruitment
 - Manage the recruitment and matriculation process for prospective international students at the bachelor's, master's, and doctoral degree levels.
 - Assist students in STEM-designated programs to extend their practical training.
 - Oversee the English Language Academy for international students and others wishing to improve their English.
2. International Students and Scholars
 - Provide visa services and immigration status advising for UWM's community of international students, visiting scholars, non-U.S. citizen employees, and academic departments for UWM's academic degrees and nondegree programs.
 - Foster values of diversity and the contributions of all immigrant and international students, faculty, and staff members.
3. Study Abroad
 - Ensure that UWM offers high-quality, safe, and affordable international academic opportunities.

- Administer the approximately 85 study abroad opportunities that exist in 28 countries for students at both the graduate and undergraduate levels.
 - Encourage participants to develop the knowledge, skills, and perspectives to become mindful and engaged global citizens.
4. Partnerships
 - Maintain formal agreements with higher education institutions around the world and internationally focused collaborations in UWM's local community.
 5. Institute of World Affairs
 - Work to redefine global knowledge and engagement through relationship building, co-learning, and co-educating alongside members of stakeholder communities.

MINIMUM QUALIFICATIONS

- A master's degree.
- Experience in fostering a culture of transparency, equity, inclusion and professional development, and growth.
- Demonstrated experience, success, and critical understanding in advancing the success of international students.
- A record of progressive responsibility in higher education, including at least two years of leadership in a university's international unit.

PREFERRED QUALIFICATIONS

- Demonstrated experience in achieving strategic goals for an international education unit.
- Leadership role in an international unit for five or more years.
- Record of presentations and publications related to international education.
- Service to organizations advancing international education at the state, regional, national, or international levels.

REQUIRED COMPETENCIES:

- Strong leadership skills with the ability to motivate stakeholders and guide teams toward shared institutional goals.
- Demonstrated experience in advancing initiatives, policy, and practice that leads to more inclusive environments.
- Excellent writing and presentation skills, with the ability to articulate complex ideas in an accessible manner, to engage and persuade stakeholders toward the institutional vision, and to positively represent the institution to external stakeholders.
- Strong and timely problem-solving and decision-making skills based on analysis of quantitative and qualitative data and an extensive understanding of the higher education landscape.
- Strong relationship-building skills and emotional intelligence to foster collaborative relationships, engage stakeholders, and resolve conflicts toward positive outcomes.
- Ability to lead, manage, and communicate organizational change, adapt to new circumstances, and innovate in a dynamic higher education environment.
- Ability to foster a culture of innovation, creativity, and continuous improvement in teaching, research, and student success.

- Demonstrated skills in strategic thinking with the ability to create and assess long-term plans within academic programming and the institution.