



VACANCY ANNOUNCEMENT

Position Title: International Relations Director

Position #: 400590

Position Status: Full-Time

Reports To: Associate Vice President of Enrollment Management

DUTIES AND RESPONSIBILITIES:

1. Develop a long-term plan to attract and retain international students from a variety of countries.
2. Play an integral part in marketing the international program to potential students and take a lead role in the recruitment of all international students.
3. Take a lead role in fostering the use of available technologies to connect with potential students.
4. Assure that all college print and web materials are current and complete and are reviewed by the Associate Vice President of Enrollment Management.
5. Work directly with the Associate Vice President of Enrollment Management and the Dean of Students as agreements are developed with an expressed interest in bringing international students to OJC.
6. Work closely with Associate Vice President of Enrollment Management and the Dean of Students to ensure that a screening practice is in place that will guide the international student through the admission process.
7. Process all international applicant admissions to ensure that standards required by USCIS and OJC are met.
8. Serve as a designated school official for the SEVIS program and as the primary point of contact for all SEVIS related inquiries and issues.
9. Responsible for collecting, maintaining, and reporting information as required by USCIS regulations. Assist students with maintaining their student status with SEVIS.
10. Work closely with internal and external programs that encourage an international student connection.
11. Develop and maintain an International Student Handbook that aligns with all OJC policies, procedures and practices.
12. Make sure that all OJC constituencies are aware of how the international program serves the needs of the international student and the constituents and the college.
13. Work closely with the Assistant to the President and the Social Media Coordinator as newsworthy events and accomplishments arise so that the families of the international students are kept informed.
14. Work closely with Residence Hall Manager and Dean of Students to ensure that housing issues are addressed prior to and during the matriculation process.
15. Develops best practices that ensure student success in the classroom, throughout the OJC community and throughout the various communities being served by OJC.

16. Work directly with the Associate Vice President of Enrollment Management on all budget matters.
17. Works closely with the Dean of Students and Advising Coordinator to ensure that students' academic choices align with a degree or program completion.
18. Supervises the International Relations Activities Coordinator position.
19. Research and develop strategies that will ensure success for the international program.

Other duties as assigned.

See Human Resources for a complete job description.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree
- Excellent computer, office and communication skills
- Experience working with culturally diverse populations
- Problem solving abilities

PREFERRED QUALIFICATIONS:

- Master's Degree
- Experience in International Relations Programs
- Experience with international student recruitment
- Experience with ESL
- Budget experience
- Supervisory experience
- Educational philosophy in alignment with small rural community college

SALARY:

Commensurate with experience

Excellent benefit package including retirement, health, vision, dental and life insurance

12-month position

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Updated Resume
3. Unofficial copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of three professional references

APPLICATION DEADLINE

September 30, 2020

POSTION START DATE:

November 1, 2020 Part-Time Remote Contract

November 30, 2020 Full-Time Contract

Submit Application Packet To:

Otero Junior College
Attn: Carol Noll
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050

Or Email To: carol.noll@ojc.edu

Inquiries May Be Directed To:

Carol Noll
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

Notice of Non-Discrimination

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Carol Noll, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Carol Noll, Director of Human Resources at 719-384-6824, carol.noll@ojc.edu, or 1802 Colorado Ave. MacDonald Hall Room #221, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO JUNIOR COLLEGE:

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Agri-Business Management (ABM)
- Agricultural Production Management
- Applied Technology
- Artificial Insemination
- Community Health Worker
- Cosmetology
- Crop Production
- Emergency Medical Service
- Esthetician
- Hair Stylist
- Law Enforcement Academy
- Livestock Production
- Nail Technician

Nursing Aide
Phlebotomy
Practical Nursing
Welding Technology

To learn more about Otero Junior College, visit the college's website at www.ojc.edu.

OJC MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.