The Director of Global Education oversees the international and off-campus study programs. Reporting to the Provost, the Director has faculty status and works with the appropriate faculty committees in the development and evaluation of the curriculum and students’ learning and development. The Director helps set the vision for international study and supervises all the leaders of the various off-campus programs and the Assistant Director of Global Education.

Since off-campus programs enroll a significant number of students each semester, the Director must work closely with the Dean of Admissions and the Enrollment Management Committee in regulating the overall enrollment of Westmont College. The Director also works with the Student Life Office to provide support for international students at the College. Additionally, the Director will work closely with Global Travel Advisory Group to assess risk and ensure the safety of students in international learning venues.

The Director has faculty status and will be expected to teach four credits per year, as assigned by the Provost.

Specific duties of the Director include:

- To articulate a vision for global education that draws upon the history and strengths of the college's tradition and to develop innovative plans for new global educational programs.
- To select and supervise the directors of the various off-campus and international study programs sponsored by Westmont College, including semester-long programs and Mayterms.
- To chair the Off-Campus Programs Committee and guide the crafting and evaluation of the curriculum for Westmont’s off-campus programs of study, ensuring that the off-campus curriculum adheres to the policies and protocols established by the faculty and the appropriate faculty committees such as the Senate.
- To oversee the assessment process for global education programs, working to ensure compatibility of the process with the general assessment policies of the college.
- To oversee the full budget for the global programs and to guide the directors as they develop their specific program budgets, travel, and housing arrangements, and all other logistical plans for off-campus study.
- To serve on the Academic Senate and to report periodically to the faculty and to the trustees.
To chair the Global Travel Advisory Group and establish, refine and oversee safety and security protocols for all off-campus programs and to direct any adjustments in the programs to address safety concerns.

To oversee the recruitment of students for off-campus programs and to manage the enrollments in the programs so that the College meets budget goals and works within its overall enrollment cap, collaborating with the Dean of Admissions and the Enrollment Management Committee (on which the director serves).

To explore new sites and opportunities for off-campus study for Westmont students.

To oversee the approval process for students attending non-Westmont study abroad programs.

To guide faculty in the development of pre-trip and post-trip educational experiences for students who spend a semester studying in international settings.

To stay current on best practices in international study and service, and to represent the College at various conferences and organizations concerned with global education.

To keep careful statistical information on program recruiting, and participation and internal scholarship tracking, along with trends in global/off-campus program participation in order to provide occasional reports to the administration and campus community.

To assist with the pursuit of grants that would support the development and maintenance of international education programs.

To fulfill other responsibilities, as assigned by the Provost.

**Qualifications**

- An earned doctorate and qualifications to serve in a faculty appointment.
- Experience living, studying and travelling in multiple international settings.
- Experience leading or serving with study-abroad programs for college-age students highly desired.
- Administrative capacities for strategic planning, budget formation and control, mentoring and guidance of faculty and staff, and risk and crisis management.
- Strong writing and communication skills; ability to work with multiple media highly desired.
- Understanding of and personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations.
- Ability to work collaboratively and harmoniously with co-workers and others by sharing ideas and resources willingly, constructively and positively.
- Ability to listen to and respectfully consider the ideas and perspectives of others, readily admitting and correcting personal mistakes and working promptly toward reconciliation and forgiveness during conflict.
- Respect for the diversity of our community in words and deeds.

**Application Process:**
Complete the online application. Review of applications will be ongoing until the position is filled.