

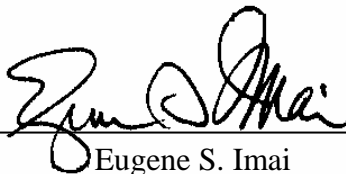
DIRECTOR OF INTERNATIONAL AFFAIRS

Definition

This is a one-position class responsible for directing and coordinating the international education programs and support services as well as providing leadership and initiatives to establish the Office of International Affairs as a viable and coordinated systemwide program. The Director will establish and implement the systemwide policies and procedures to ensure the effective systemwide coordination of the international programs relating to visas, study abroad, scholar services, protocol, scholar and student exchanges, compliance with federal immigration laws, regulations and procedures, etc. Responsibilities include coordinating international education as it relates to facilitating and supporting the teaching as well as the research faculty of the University, including providing opportunities to be international and comparative in their research; providing students with a curriculum representative of ideas and examples from the work's knowledge; providing students on a systemwide basis a range of opportunities to study and do research abroad; enabling faculty and students to cooperate across departmental and collegiate lines to participate in international projects; supporting faculty in providing expertise and technical assistance in various international activities; developing bilateral agreements with foreign governments, universities, and research institutes; and hosting international visitors. The Director represents the Senior Vice President at meetings and conferences within the University, locally, nationally and internationally; advises University and State executives, faculty and staff on matters of protocol; and provides staff assistance to the President's Committee on International Programs, including administrative oversight of policies and procedures for international agreements and the administration of the International Agreements Fund.

The position allocated to this class directs the work of subordinate professional and clerical staff. Work is reviewed through assessment of results achieved.

The establishment of the class Director of International Affairs and its assignment to salary range M04-M (non-academic) is effective June 16, 1997.



Eugene S. Imai
Senior Vice President for Administration

June 5, 1997

Date