



Bemidji State University
invites applications for the position of:

Director of the International Program Center

MSUAASF JOB POSTING

OPENING DATE:	February 20, 2024
CLOSING DATE:	Applications will be accepted until the position is filled. Initial review of applications will begin on Wednesday, March 13th , so applications should be submitted by that time for guaranteed consideration.
POSITION LOCATION:	Bemidji State University Campus
JOB TYPE / SCHEDULE:	Unlimited / Full-time / Exempt
PAY / SALARY RANGE:	Depends on Qualifications; Range D (\$53,148 - \$114,042)

BEMIDJI STATE UNIVERSITY (BSU) invites applicants to join our team as a **Director of the International Program Center**. BSU's vision is to educate people to lead inspired lives. To accomplish BSU's vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. Centered between the three largest Tribal nations in Minnesota – Leech Lake, Red Lake and White Earth – BSU also prioritizes increasing engagement with American Indian communities to become a destination university.

Enrolling around 4,000 students, BSU offers more than 70 undergraduate majors and nine graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 500. BSU's [Shared Fundamental Values](#) include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship. BSU is located amid the lakes and forests of northern Minnesota and occupies a wooded campus along the shore of Lake Bemidji. BSU balances rigorous academia with the opportunity to enjoy a fun, robust, outdoor culture. The proximity to the lake and the surrounding north woods allows easy access to an assortment of recreation.

The **Director of the International Program Center** serves as a Primary Designated School Official (PDSO for degree seeking 'F' international students) and Responsible Officer (RO for non-degree seeking 'J' exchange students and scholars) for the University, assuring compliance with immigration regulations and requirements across the campus. The Director develops and manages staff and activities supporting the recruitment of international students and their academic success, provides leadership and oversight of all education abroad and away programs, including the promotion, orientation, risk management, and reporting requirements related to the programs. Additionally, the Director assists in campus internationalization efforts and serves as the Center's principal liaison to key campus, system, national, and international constituencies.

Responsibilities of the Director of the International Program Center include:

- **Supporting international recruitment, admission and student success. (55%)**

- Developing and managing the recruitment, application, and enrollment processes while identifying and interpreting relevant regulations and policies that apply to that process such as federal immigration regulations. This includes portions of application processing, checking financial documents; working with newly admitted international students to attain academic advising and registration, class selection, add/drop, and payment policies.
- Overseeing staff who provide information for international students, as well as their dependents, on academic, personal, financial, social, and legal concerns.
- Overseeing new international student orientation.
- Working collaboratively with the Admissions Office and Graduate Studies in evaluating student transcripts. Interpreting international transcripts according to policies, procedures, and precedents.
- Collecting and analyzing international inquiry and admission data.
- Serving as an internal representative for the university in the equitable distribution of services, opportunities, and benefits to international students.
- Communicating clearly and effectively with academic departments, offices, and divisions to aid in understanding sensitive immigration regulations that affect international faculty, staff, and students.
- Developing and managing implementation of necessary process improvements in response to constantly evolving regulations of the Department of Homeland Security and the State Department fairly and consistently as they relate to issues such as practical training, work permits, change of visa status, extension of stay, and I-20/DS 2019 procedures and guidelines.
- Developing and managing processing of international student on-campus work procedures including I-9, W-4, advising students regarding obtaining a social security number or ITIN, advising on available income tax services, and providing information on tax treaties.
- Developing and managing international student health insurance compliance to Minnesota State and Federal law along with determination of Embassy and Government allowed waivers and serving as the liaison with Minnesota State selected health insurance provider.
- Reviewing and recommending policies and procedures related to international students, including mandatory student health insurance, satisfactory academic progress, immunization requirements, changes in government regulations, and international student work requirements.
- Advising students on OPT (Optional Practical Training).
- Organizing events and gatherings for the international student community.

- **Education abroad programs. (20%)**

- Functioning as an expert resource on policies, procedures, principles, and best practices within the field of international education.
- Collaborating with the Provost's office, academic deans, department chairs, faculty members, staff members, and students to increase participation in education abroad programs.
- Developing and implementing policies and exchange partner agreements related to BSU programs.
- Serving as a resource for faculty and staff, providing orientations and professional development on best practices in study abroad and away.
- Advising and educating students to help them determine the best program to meet their needs, to prepare for the study abroad process, and to understand relevant policies including credit transfer, financial aid, addressing special needs, etc.
- Managing all aspects of education abroad administration, ensuring that conduct checks, registration, calculation of Satisfactory Academic Progress, health insurance enrollment and billing, and coordination of financial aid are completed.
- Communicating clearly and effectively with the Provost's Office to create and maintain study abroad guidelines and appropriate manuals, and with the Marketing & Communications Office in promoting study abroad and exchange programs.

- Maintaining and integrating knowledge of federal government policies such as FERPA and the role of the U.S. Department of State in assisting U.S. citizens overseas and issuing visas to incoming students.
- Collaborating with stakeholders on program offerings, to include involvement with exchange partner institutions.
- Conducting program evaluations, gathering results, and preparing and submitting internal and external reports per relevant regulations, policies or as needed.
- Engaging in crisis planning, risk management and intervention on behalf of students, faculty, or staff while traveling abroad.
- **Directing the work of the IPC and staff. (15%)**
 - Planning, directing, supervising, and managing the work activities of professional employees (including providing final recommendations for hiring, performance evaluations, professional development, and discipline).
 - Facilitating conflict resolution with staff.
 - Engaging in crisis planning, risk management, and intervention on behalf of international students and visiting faculty.
 - Overseeing student workers and graduate assistants, including hiring, training, scheduling, and payroll.
- **Ensuring compliance with federal and Minnesota State requirements as a host institution for F and J students. (10%)**
 - Securing compliance with Department of State and USCIS immigration regulations and requirements and serving as BSU official charged with international student compliance with homeland security in order to maintain school designation for acceptance of international students. Serve as the Primary Designated School Official (PDSO) for the F visa and the Responsible Officer (RO) for the J visa.
 - Serving as the university's resident expert on F-1 and J-1 visa related matters and interpret and apply regulations of the Department of Homeland Security and the State Department fairly and comprehensively relating to such issues as practical training, work permits, change of visa status, extension of stay, and I-20/DS 2019 revisions.
 - Serving as a liaison between BSU and immigration related agencies such as SEVP, ICE, and the State Department as well as the FBI when necessary.
 - Training inexperienced AROs and DSOs on campus.
 - Developing and managing implementation of necessary process improvements in response to constantly evolving regulations of the Department of Homeland Security and the State Department fairly and consistently as they relate to issues such as practical training, work permits, change of visa status, extension of stay, and I-20/DS 2019 procedures and guidelines.
 - Maintaining records for students who are actively on OPT (Optional Practical Training).
 - Serving on the Minnesota State system committees and participating in national organizations, such as NAFSA.

Minimum qualifications for this position include:

- Master's degree plus three years of advanced professional experience in a content-specific field or Bachelor's degree plus four years of advanced professional experience in a content-specific field or an equivalent combination of post-secondary training, education and/or advanced professional experience.
- Experience in compliance of immigration regulations and service as a PDSO and RO along with experience and application of USCIS regulations.
- Cross-cultural advising and programming experience with a demonstrated effectiveness in interpersonal communication with an international population.

- Experience and knowledge of working with databases and technologies that interface with Student Exchange Visitor Information System (SEVIS).

Other special requirements:

- Ability to serve as PDSO and RO in the Student and Exchange Visitor Information System. (In order to serve in this role, the employee must either be a U.S. citizen or a lawful permanent resident of the United States.)

Preferred qualifications include:

- Knowledge of higher education and direct experience at the college or university level working with international F and J students.
- Experience analyzing data and using it to shape strategic decisions. Familiarity with international funnel/cycle.
- Strong intercultural communication skills, including interpersonal and public speaking.
- Demonstrated leadership, staff development and supervisory experience.
- Demonstrated analytical and conceptual skills.
- Experience managing budgets.
- A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.
- Demonstrated success in international recruitment, enrollment, retention programs and administering education abroad programs.
- Fluency in one or more languages other than English.

To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred qualifications.

Other considerations:

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota State University Associate of Administrative and Service Faculty (MSUAASF) – [see agreement](#).
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to a motor vehicle records check.
- BSU is a tobacco free workplace ([see policy](#)).

APPLY ONLINE: <https://bemidjistate.peopleadmin.com/>

A complete application will include the following attachments:

- Cover letter, which addresses the required qualifications and your specific interest in working at BSU.
- Resume / Curriculum Vitae.

Inquiries about the position:

Ben Hoffman, Associate Vice President for Enrollment Management - Interim

Phone: (218) 755-2180

Email: benjamin.hoffman@bemidjistate.edu

If you have general questions about this posting or submitting an application, contact Mary Miller at mary.miller@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

UNIVERSITY / COMMUNITY WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants. Students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information [About BSU](http://www.bemidjistate.edu) visit our website at <http://www.bemidjistate.edu>.

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](#)

Other Resources:

- Visit Bemidji – <https://www.visitbemidji.com/>
- 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
- Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
- Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>

Statement of Notice

Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Title IX Coordinator if you have concerns regarding discrimination and/or sexual violence.

Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Megan Zothman, Campus Human Resources Officer & Title IX Coordinator

Email: TitleIX@bemidjistate.edu or Megan.Zothman@BemidjiState.edu

Phone: (218) 755-2502

1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

Bemidji State University is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.
