



Director of the Slater International Center/Advisor To International Students Wellesley College

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Job Title: Director of the Slater International Center/Advisor To International Students
Department: Slater International Center
Institution: Wellesley College
Wellesley, Massachusetts

Date Posted: Jul. 29, 2009

Application Deadline: Open until filled
Position Start Date: Available immediately

Job Categories: Director/Manager

Academic Field(s): Ethnic/Multicultural Studies
Humanities - General
Foreign Languages/Literatures
History - Cultural
Interdisciplinary Studies

Apply Online Here: <https://career.wellesley.edu>

Job Description:

Director of the Slater International Center at Wellesley College/Advisor to International Students and Scholars

Wellesley College's mission is to provide an excellent liberal arts education for women who will make a difference in the world. Wellesley offers a comprehensive, residential, undergraduate education to over 2,300 women from diverse racial, ethnic, geographic and economic backgrounds. Approximately ten percent of Wellesley students are international representing more than 75 countries.

The faculty of which The Slater Center is comprised includes the office of the Director and affords the international community common space for gatherings and programs. Through the activities of the Center, members of the Wellesley community learn about international issues and cultural traditions.

Full-time, 12 month appointment in the Division of Student Life.

Responsibilities:

Coordinates the programming of the center to enhance the experience of international students (including orientation); oversees the administration of the building, staffing (an administrative assistant and student workers) and budget of the center; determines policy and oversees programs, services and support for our international students and scholars; serves as the Principal Designated School Official (PDSO) and the Responsible Officer (RO) and is responsible for institutional immigration compliance; and, is responsible for



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SEVIS management and processing H1 visa and permanent residency applications for faculty and staff.

Qualifications:

Must have U.S. citizenship or permanent residence, as required by federal regulations, for serving as a PDSO and RO.

Master's degree in Student Affairs, International Studies or related field, with 5 - 7 years of substantial direct experience strongly preferred, including involvement with NAFSA; experience working with international students and scholars, immigration and data management; significant knowledge of regulations governing F-1, J-1 and H-1 visas; experience with SEVIS system; proven success in working with a diverse community; ability to work independently and as an effective team member; and, competency in a foreign language or overseas experience preferred.

To apply online, please use the following link:

<https://career.wellesley.edu>

or, send cover letter and resume, to:

Human Resources Office, Wellesley College, 106 Central Street, Wellesley, MA 02481

Position is open until filled.

Review of applications will begin immediately.

For priority consideration, application materials should be submitted by August 15, 2009.

EEO/AA Policy:

Wellesley College is an EO/AA educational institution and employer.

The College is committed to increasing the diversity of the college community and the curriculum. Candidates who believe they will contribute to that goal are encouraged to apply.

Visit our website, at:

www.wellesley.edu/HR/

Contact Information:

Please reference AcademicKeys.com in your cover letter when

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<http://www.AcademicKeys.com/>

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applying for or inquiring about this job announcement.

Contact: Carolyn Slaboden
Human Resources Department
Wellesley College
Wellesley, MA 02481