

## Position Information

<a href="#">Job Number</a>	1807711
Recruitment Type	Open
<a href="#">Job Title</a>	Director, International Programs and Workforce Development
Division	University Extension [323]
Department	International Programs and Workforce Development
<a href="#">Hiring Unit</a>	International Programs and Workforce Development
Job Open Date	01-17-2018
Position is open until filled; initial review of application materials will begin on:	01-31-2018
Appointment Type	Career [2]
Start Date	04-01-2018
End Date	None
<a href="#">Shift Differential</a>	No
<a href="#">Furlough</a>	No
Furlough time period	
Schedule	Full time
Days per week	5
Average hours per day	8
Percent of Time	100%
Fixed or Variable?	Fixed
Average hours per week	40
Days of the week	Mon-Fri
Shift	Days
Additional Comments	Primary worksite located at UCSC Silicon Valley Extension 3175 Bowers Ave, Santa Clara, CA.
Salary Information	Starting Salary Range: \$78,000-\$83,000/Annually. Salary commensurate with qualifications and experience.
Benefits Eligibility	This position is eligible for Full benefits.

Classification	Student Services Supervisor 2 [4579]
Personnel Program	Professional Support Staff (PSS)
Salary Grade	21
<a href="#">EEO/Affirmative Action</a> Statement	The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees.
Summary Statement	<p>Involves a wide range of student services duties and responsibilities for an academic department / school / college or organization. Provides assistance to the dean / chair, faculty, and students in academic advising, recruitment, admissions, financial aid, the evaluation and awarding of fellowships and block grant funds, student orientation and events, career counseling, and related programs.</p> <p>Supervises Student Services Advisors providing advice to students within departments, schools, or colleges, involving a variety of student issues such as international F-1 student advising, academic advising, outreach and recruitment, admissions, departmental requirements, student intervention, career counseling, and financial aid. Participates with department management in the development and monitoring of policies and procedures for Student Services operations. May represent the student services function on committees and other organization entities.</p>
Qualifications / Competencies	<p>Bachelor's degree in related area and 3-5 years equivalent experience / training.</p> <p>Knowledge of advising and counseling techniques.</p> <p>Skills in monitoring / assessing people, processes or services, to make improvements.</p> <p>Ability in problem identification and reasoning.</p> <p>Ability to develop original ideas to solve problems using persuasion and leadership.</p> <p>Knowledge of federal regulations and policies pertaining to F-1 (international) students.</p>
Preferred Qualifications / Competencies	<p>Knowledge of common University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.</p> <p>Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.</p>
Special Conditions of Employment	Selected candidate will be required to pass a criminal history backaround check.

	Per the Child Abuse and Neglect Reporting Act (CANRA), this position has been identified as a Mandated Reporter. The selected candidate will be required to report known or suspected child abuse or neglect as defined by CANRA and will be required to sign a Statement Acknowledging Requirement to Report Child Abuse prior to commencing employment. CANRA Penal Codes, and related definitions, requirements, and responsibilities may be obtained here: <a href="http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&amp;group=11001-12000&amp;file=11164-11174.3">http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&amp;group=11001-12000&amp;file=11164-11174.3</a>
Critical position requiring background check(s)?	Yes
Background check(s) required	Criminal History Review
If you selected "license, certificate or degree" above, specify the type here:	
Does this position require an E-Verify check?  (Note: Certain positions funded by federal contracts or sub-contracts require the selected candidate to pass an <a href="#">E-Verify</a> check which confirms the individual's eligibility to work in the U.S.)	No, this position does not require an E-Verify Check.
Will the employee be required to participate in the DMV Pull Notice program?	No
For More Information See:	<a href="http://www.ucsc-extension.edu/">http://www.ucsc-extension.edu/</a>
Supplemental documents (in addition to application) applicants will be allowed to attach	Resume Cover Letter Optional Doc #1 Optional Doc #2 Optional Doc #3
Quicklink to Posting (Add https:// to the front of this text to create a functioning web link)	<a href="https://jobs.ucsc.edu/applicants/Central?quickFind=70486">jobs.ucsc.edu/applicants/Central?quickFind=70486</a>

## Job Duties

### 11 Records

% of Time	Title	Duties
30		Directs delivery of the conditional admission program for international students between UCSC Extension and the EC Silicon Valley Center on campus.
10		Provides guidance and direction to Student Services Advisors on the most complex and sensitive issues.
10		Personally may provide the full range of student services advice to management, faculty, and students.
10		Monitors employee performance and provides direction and assistance.
10		Ensures compliance with federal immigration regulations pertaining to F-1 (international) students.
5		Counsels and evaluates employee performance.
5		Provides training to subordinates.
5		Recommends employees for promotion when warranted.

5		Recommends corrective action, hiring, and separation of employees when appropriate.
5		Recommends to department management changes to student services policies and procedures.
5		Maintains the department's student services budget.

## Safety Duties

Safety Duties	All UCSC employees must know and follow job safety procedures, attend required health and safety training, proactively promote safety at work, and promptly report actual and potential accidents and injuries.
---------------	---