AUBURN
Human Resources

Dir, Intercultural Education

Job Description

JOB INFORMATION

Job Code	EA47
Job Description Title	Dir, Intercultural Education
Pay Grade	AA12
Range Minimum	$64,820
33rd %	$82,110
Range Midpoint	$90,750
67th %	$99,400
Range Maximum	$116,680
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/30/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Global Initiatives

JOB SUMMARY

The Director of Intercultural Education and Inclusion provides leadership and direction in developing intercultural and inclusive educational programming and partnerships in support of the mission of the Office of International Program.

RESPONSIBILITIES

- Creates, oversees, and directs the implementation of customized data-driven internationalization-at-home (IAH) programs and initiatives that integrate international and U.S. based students, faculty, staff and the external community by leveraging strength-based assets and resources to increase cultural proficiency of the entire campus community. Leads short-term study abroad programs, as appropriate.
- Develops and oversees framework, goals, metrics, and assessment of co-curricular and non-credit intercultural and awareness raising programs, including the teaching and learning of non-credit foreign languages and world cultures. Supervises teaching of less commonly taught and studied non-credit languages which are designated as critical need areas by the federal National Security Education Program (NSEP). Responsible for building a database of global language speakers in the campus community, serving as cultural informants or interpreter resources and teaching pools.
- Provides technical leadership and conducts campus climate assessments and surveys to support and expand university focus on internationalization and to address international student acculturation and social challenges. Uses information garnered to innovate and create international learning communities through hands-on workshops, seminars, and town hall discussions around thematic units, intercultural dialogue, and contemporary discourses on just-in-time world issues, promoting a culture of shared understanding and globally engaged citizenship.
- Develops and maintains cross-campus strategic partnerships and collaboration which progressively and strategically move the International Cultural Center as a hub for international students and a forum to provide global exposure and content for the campus community, while advancing university IAH initiatives. Works collaboratively and serves as a resource and strategic partner for faculty and staff for curriculum enrichment, diversity of perspectives, global intercultural competence, and the education and awareness of world cultures, customs, and practices.
- Develops relationships and works collaboratively with campus partners and local community stakeholders to promote global learning and inclusivity inside and outside the classroom, including international student leadership development, mentoring, advocacy and positive social integration. Develops a community bridge program of global ambassadors to provide students, employees, and community members with opportunities to learn about different cultures and share expertise on their own cultures to foster intercultural competence and appreciation within Auburn and with the external community.

RESPONSIBILITIES

- Provides operational and managerial oversight of the International Cultural Center as the hub for global education. Supervises several support positions as appropriate including coordinators, academic support specialists, graduate assistants, and student World Cultural Ambassadors toward accomplishment of the goals of the International Cultural Center.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in International Education; Cultural Diversity Management & Inclusion; Leadership Development; Program Development; Project Management; Community Engagement; or closely related field is required.	and	5 years of	Experience in project and/or program design and administration in areas related to diversity and/or multicultural affairs. Experience with Educational and Cultural Diversity & Inclusion methods and strategies within a higher education setting. Demonstrated experience developing intercultural competency across diverse groups.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of diversity in higher education, diverse populations, budgeting practices, and promotional strategies and developed supervisory skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.