

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Director of Global Engagement & Senior International Officer (Unclassified)

**Requisition Code:**

492605

**Location:**

Galloway – Main Campus

**Job Category:**

Management

**Department:**

Office of the Provost

**Salary:**

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package

**Work Hours:**

M-F; 8a-4p or 9a-5p

**Posted Date:**

6/18/2023

**Close Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout Southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin, and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.stockton.edu](http://www.stockton.edu).

Faculty and staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

This is an in-person on campus, non-remote position. The University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

### **Brief Job Overview/Summary:**

Leads and oversees the Office of Global Engagement to provide campus-wide support and coordination of Stockton's global initiatives, partnerships, and programs. Develops and manages education abroad programs, provides support and services to international students and visiting international scholars, develops partnerships with international institutions on exchange and research projects, provides professional development, engages the Stockton community in providing global learning opportunities for all students, and verifies the safety of destination countries in Stockton employees and students' international travel.

### **Descriptions of Essential Duties/Responsibilities:**

- Provide administrative and programmatic leadership for the Office of Global Engagement, including the formulation and pursuit of unit goals and objectives.
- Prepare, manage, and oversee the annual budget for the unit, including the oversight of all expense and income related activity.
- Supervise, train, empower, develop, and evaluate unit staff.
- Create programming and orientation for Stockton students interested or pursuing study abroad, including serving as the Chief Emergency Contact for students who need help abroad and monitoring political, social, environmental, health, and military emergent trends for countries in which Stockton students are pursuing education.
- Serve as the Chief Compliance Officer and Principal Designated School Official for the US Department of State and the Department of Homeland Security and serve as the primary advisor acclimating international faculty and students to the campus and surrounding community; serve as a the University's Responsible Officer while also coordinating the University's compliance with the Department of State to participate in the J-visa exchange program; manage the SEVIS reporting and record keeping system in conjunction with the Registrar.
- Assist international faculty (J-visa exchange program) and students with matters relating to visa status, travel, employment, social activities, house, and general welfare.
- Promote collaborative relationships with key University units, including school Deans, Division of Enrollment Management, Registrar, Center for Academic Advising, Office of Financial Aid, the Bursar's Office, Legal Counsel, Foundation, ORSP, and Risk Management, as well as with various faculty and staff to promote coordinated development of global objectives.
- Serve as the Chief Risk Manager of OGE and all activities ensuring up to date handbooks, training, and oversight of travel and safety.
- Collaborate with the OGE Advisory Committee, composed of students, faculty, academic Deans, staff, and external partners, and Office of the Provost, to create a strategic plan for the office that includes the articulation of meaningful goals for the optimization of Stockton's global objectives; the committee should meet at least once per semester and once in the summer.
- Maintain success of faculty and student exchange opportunities, study abroad, faculty-led study tours, and international student retention at the University.
- Identify and work with foreign universities with similar research/learning objectives for potential partnerships and exchange opportunities.

- Communicate with the Division of Enrollment Management regarding opportunities for international student recruitment, enrollment, and retention.
- Create and update policies, procedures, and programs to enhance and support international activity at the University.
- Represent the University at State and Regional meetings regarding internationalization; anticipate the University's risk manager on risk assessments of destination sites for faculty and student trips abroad and as a member of the crisis management team for off-campus travel; and work with the University General Counsel to ensure application of appropriate legal standards to guide program development and implementation.
- Serve as a resource to disseminate relevant research, for course or curriculum development, and provide faculty with professional development as it relates to the Office of Global Engagement.
- Other duties as assigned by the Provost or Associate Provost.

#### **Required Qualifications:**

- Master's degree from an accredited institution.
- 3-5 years of commensurate work experience.

#### **Preferred Qualifications:**

- Terminal degree.
- Experience in fostering and maintaining relationships and working with both internal stakeholders (e.g., Alumni Relations, Academic & Student Affairs, etc.) and external stakeholders (e.g., foreign universities or similar organizations).
- Experience working with immigration and visa processes for faculty, staff, and students.
- Experience in global learning (for example, but not limited to, research, curriculum development, and teaching).
- Experience with risk management.

#### **Screening Information:**

Screening of applications begins immediately and will continue until the position is filled.

#### **How To Apply:**

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

Click [here](#) to apply. Email all necessary documentation to [Stockton.same@stockton.edu](mailto:Stockton.same@stockton.edu).

Only electronic documents will be accepted. **Please complete the online application and include three professional references in addition to the following required documents.** All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments
- Current resume or curriculum vitae
- Unofficial graduate transcripts

**Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative action](http://www.stockton.edu/affirmative_action) for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.