Reporting to the Office of the Provost, the IPS Director is expected to assume a variety of duties related to the administration and growth of international programs, as well as providing services to support internationalization activities at WCU. Overseeing a staff of 6, main responsibilities for this position include, but are not limited to:

1. Administering the various activities of the office including study abroad, international student services, faculty and student exchanges, and the Intensive English Program;

2. Guiding and supporting the campus-wide internationalization efforts by acting as primary information source for international questions, collaborating with colleges and departments to internationalize curricula, and overseeing the Strategic Planning process for International Programs;

3. Recruiting international students and developing WCU students and faculty for international exchanges;

4. Contributing to risk management efforts on the part of the university. Specifically,

a. Serving as the Primary Designated School Official (PDSO) for all F-1 and J-1 student and visiting scholar visas;

b. Overseeing all H-1B and PERM petitions for international faculty hired at WCU working with HR, Legal Counsel and GA to insure compliance;

c. Collaborating with the EO on export control and Visual Compliance issues;

d. Providing the necessary orientation and support for visiting international scholars to campus;

5. Administering and overseeing international outreach to the campus and community;

6. Participating in professional leadership activities on behalf of the office and university;

7. Communicating International Activities to the WCU and local communities.