

Florida International University is classified by Carnegie as a R1: Doctoral Universities - Highest Research Activity and recognized as a Carnegie engaged university. It is a public research university with[colleges and schools](https://urldefense.proofpoint.com/v2/url?u=http-3A__fiu.us1.list-2Dmanage.com_track_click-3Fu-3Dd13d9ca5483e1889af5c1cd91-26id-3D738a249341-26e-3D72a4d8b3f8&d=AwMFaQ&c=1QsCMERiq7JOmEnKpsSyjg&r=zdgW1F7aO36lyLVpMfe2jw&m=uIOPcy7AKFUZ_RkWOOgrFd6Ba7gh94xFf7KqWcfe75g&s=RkGrSVnLXZHahRhFft52TcqL0QNI5b0yueVt8we0fwk&e=) that offers 196 [bachelor’s, master’s and doctoral](https://urldefense.proofpoint.com/v2/url?u=http-3A__fiu.us1.list-2Dmanage.com_track_click-3Fu-3Dd13d9ca5483e1889af5c1cd91-26id-3D2a7b73ba8a-26e-3D72a4d8b3f8&d=AwMFaQ&c=1QsCMERiq7JOmEnKpsSyjg&r=zdgW1F7aO36lyLVpMfe2jw&m=uIOPcy7AKFUZ_RkWOOgrFd6Ba7gh94xFf7KqWcfe75g&s=eV4U-en3dnpC4ea9wUnWj41JkHD-HccGYm7UpEaWXG4&e=) programs in fields such as engineering, computer science, international relations, architecture, law and medicine. As one of South Florida’s anchor institutions, FIU contributes almost $9 billion each year to the local economy. FIU is Worlds Ahead in finding solutions to the most challenging problems of our time. FIU emphasizes research as a major component of its mission. FIU has awarded more than 220,000 degrees and enrolls more than 54,000 students in two campuses and three centers including FIU Downtown on Brickell, FIU@I-75, and the Miami Beach Urban Studios.[FIU’s Medina Aquarius Program](https://urldefense.proofpoint.com/v2/url?u=http-3A__fiu.us1.list-2Dmanage.com_track_click-3Fu-3Dd13d9ca5483e1889af5c1cd91-26id-3D715d22ca6b-26e-3D72a4d8b3f8&d=AwMFaQ&c=1QsCMERiq7JOmEnKpsSyjg&r=zdgW1F7aO36lyLVpMfe2jw&m=uIOPcy7AKFUZ_RkWOOgrFd6Ba7gh94xFf7KqWcfe75g&s=xX1T48UZ9iFt9j4aOeCDlWxowrr7Kxu5IPtmOneTRz4&e=) houses the Aquarius Reef Base, a unique underwater research facility in the Florida Keys. FIU also supports artistic and cultural engagement through its three museums:[Patricia & Phillip Frost Art Museum](https://urldefense.proofpoint.com/v2/url?u=http-3A__fiu.us1.list-2Dmanage.com_track_click-3Fu-3Dd13d9ca5483e1889af5c1cd91-26id-3Df7adc547a6-26e-3D72a4d8b3f8&d=AwMFaQ&c=1QsCMERiq7JOmEnKpsSyjg&r=zdgW1F7aO36lyLVpMfe2jw&m=uIOPcy7AKFUZ_RkWOOgrFd6Ba7gh94xFf7KqWcfe75g&s=NmrenPGel6juftCsytSlGjohGz_SUQn54CJPQVMqrxw&e=), the[Wolfsonian-FIU](https://urldefense.proofpoint.com/v2/url?u=http-3A__fiu.us1.list-2Dmanage.com_track_click-3Fu-3Dd13d9ca5483e1889af5c1cd91-26id-3D22ed5c6de8-26e-3D72a4d8b3f8&d=AwMFaQ&c=1QsCMERiq7JOmEnKpsSyjg&r=zdgW1F7aO36lyLVpMfe2jw&m=uIOPcy7AKFUZ_RkWOOgrFd6Ba7gh94xFf7KqWcfe75g&s=CWxlvpVrzgWZUUfrGPAAc5aGYuXe66ccFxcWOx78ZQc&e=), and the[Jewish Museum of Florida-FIU](https://urldefense.proofpoint.com/v2/url?u=http-3A__fiu.us1.list-2Dmanage.com_track_click-3Fu-3Dd13d9ca5483e1889af5c1cd91-26id-3Dd91ae0fda3-26e-3D72a4d8b3f8&d=AwMFaQ&c=1QsCMERiq7JOmEnKpsSyjg&r=zdgW1F7aO36lyLVpMfe2jw&m=uIOPcy7AKFUZ_RkWOOgrFd6Ba7gh94xFf7KqWcfe75g&s=n6yPvm-gB-yp-sV3Q-RAmWpVNb_4VfiWFtPaZhq6gIo&e=). FIU is a member of[Conference USA](https://urldefense.proofpoint.com/v2/url?u=http-3A__fiu.us1.list-2Dmanage.com_track_click-3Fu-3Dd13d9ca5483e1889af5c1cd91-26id-3D09a427c039-26e-3D72a4d8b3f8&d=AwMFaQ&c=1QsCMERiq7JOmEnKpsSyjg&r=zdgW1F7aO36lyLVpMfe2jw&m=uIOPcy7AKFUZ_RkWOOgrFd6Ba7gh94xFf7KqWcfe75g&s=RPKeTOZnMSQY2eAtpXCoPhVVVo5D86W95KGzD9fIYXs&e=) and more than 400 student-athletes participating in 18 sports. For more information about FIU, visit[http://www.fiu.edu/](https://urldefense.proofpoint.com/v2/url?u=http-3A__fiu.us1.list-2Dmanage2.com_track_click-3Fu-3Dd13d9ca5483e1889af5c1cd91-26id-3D45b4cc6a06-26e-3D72a4d8b3f8&d=AwMFaQ&c=1QsCMERiq7JOmEnKpsSyjg&r=zdgW1F7aO36lyLVpMfe2jw&m=uIOPcy7AKFUZ_RkWOOgrFd6Ba7gh94xFf7KqWcfe75g&s=ILsB5Vsvie9aCgz_hoEPLQ89VuqnaPfcHbOx9cZAi7Q&e=).

**Director Academic Support Services – 532323**

**Job Summary:**

Providing strategic leadership for the multiple curricular, technological, administrative, and budgetary components of FIU Collaborative Online International Learning (COIL). Oversees and administers the development, facilitation, and integration of COIL initiatives across undergraduate, graduate, continuing education, and lifelong learning programs, as well as across student and faculty research and innovation activities. Oversees and administers COIL policies, agreements, and memoranda of understanding. Oversees the collection, analysis, and communication of annual student learning and program evaluation data, including impacts on student learning, and strategic goals.

* Promotes FIU COIL to FIU and international faculty, staff, students, and other stakeholders. Establishes and executes goals for faculty and student participation in COIL across undergraduate, graduate, continuing education, and lifelong learning programs.
* Leads the integration of COIL into undergraduate, graduate, continuing education, and lifelong learning programs of study. Leads the integration of COIL into undergraduate, graduate, and faculty research and innovation activities.
* Connects FIU faculty to international partners and acts as university representative for COIL partnerships. Connects faculty and students to technology training and support. Connects faculty to internal and external international and intercultural training, research, fellowship, grant, service, and other professional advancement opportunities.
* Establishes long-term COIL partnerships with international institutions and networks, oversees the process of obtaining signatures and other requirements tied to the establishment of memoranda of understanding and inclusion of COIL .
* Provides professional development training to FIU faculty and international partners and coordinates training with the Division of Information Technology's Media Technology Services, the Center for the Advancement of Teaching, and FIU Online.
* Develops and administers micro-credentials for FIU, domestic, and international students participating in FIU COIL programs and for FIU, domestic, and international faculty participating in FIU COIL professional development training.
* Connects students to internal and external international and intercultural learning, research, fellowship, grant, internship, employment, service, and other student success and career advancement opportunities.
* Manages database for tracking COIL course offering and student enrollment data and submits to Global Footprint dashboard. Oversees and manages database of all documents related to FIU COIL.
* Collaborates with internationalization units such as the Office of Global Mobility, Office of Regional and World Locations, English Language Institute, and the Office of Global Learning Initiatives to mutually-reinforce departmental objectives and university strategic goals. Collaborates with the Office of Analysis and Information Management to maximize FIU COIL's impact on BOG and ranking metrics. Collaborates with Division of Information Technology and Office of the General Counsel to ensure compliance with policies and procedures regarding technology use, privacy, and data security.
* Collaborates with Media Technology Services administrators and instructional design personnel to offer revenue-generating professional development training programs through FIU Develop.
* Supervises the translation of professional development training content into other languages for international participants.
* Oversees and designs FIU COIL web site and Eventbrite registration platform. Oversees the promotion of the program through digital and non-digital media. Develops and manages annual office and auxiliary budgets.
* Increases national and international visibility of FIU and FIU COIL through conference presentations, webinars, speaking engagements, research, journal articles and book chapters on the design, implementation, and achievements of FIU COIL. Represents FIU COIL on committees, task forces, and initiatives related to internationalization at FIU.
* Serves in leadership roles in international education and professional associations such as the Association of International Education Administrators, the Association of American Colleges and Universities, and NAFSA: The Association of International Administrators.

**Minimum Qualifications:**

Bachelor's degree and eight (8) years of appropriate experience, or a Master's degree and six (6) years of appropriate experience.

**Departmental Requirements:**

Bilingual (Spanish).

**Desired Qualifications:**

Experience with international education.

**Salary:** $90,000 - $100,000

**Work Schedule:**

Begin time: 8:30 AM
End time: 5:00 PM

**Pre-Employment Requirements:**

Criminal Background Check

**Other Information:**

Ability to work flexible hours as needed.

For further information or to apply, please visit careers.fiu.edu and reference Job Opening ID #.532323.

***Florida Statute 1010.35 - Screening Foreign Researchers***

*Pursuant to Florida law, any citizen of a foreign county who is not a permanent resident of the U.S., or who is a citizen or permanent resident but is affiliated with or has had at least 1 year of employment or training in China, Russia, Iran, North Korea, Cuba, Venezuela, or Syria is subject to additional screening. Applicants meeting those criteria will be required to provide the following information in the application: every institution of higher education attended; all previous employment since the applicant’s 18th birthday; list of all published material, current and pending research funding from any source, including details about the research, your role, funding source, and amount; list and description of any non-university professional activities; any affiliation with an institution or program in a foreign country; a complete copy of your passport; the most recently submitted DS-160 (Online Nonimmigrant Visa Application).*

***Clery Notice***

*In compliance with the* [*Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*](http://clerycenter.org/summary-jeanne-clery-act)*, the University Police department at Florida International University provides information on crimes statistics, crime prevention, law enforcement, crime reporting, and other related issues for the past three (3) calendar years. The FIU Annual Security report is available online at:* [*https://police.fiu.edu/download/annual-security-fire-safety-report/*](https://police.fiu.edu/download/annual-security-fire-safety-report/)*.

To obtain a paper copy of the report, please visit the FIU Police Department located at 885 SW 109th Avenue, Miami, FL, 33199 (PG5 Market Station).*

***Pay Transparency***

*Florida International University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.  However, employees who have access to the compensation information of other employees or applicants as a part of  their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information.*

***FIU is a member of the State University System of Florida and an Equal Opportunity, Equal Access 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 or protected veteran status.***