



PEPPERDINE UNIVERSITY
SEAVER COLLEGE OF LETTERS, ARTS, AND SCIENCES
INTERNATIONAL PROGRAMS

PROSPECTUS

Pepperdine University's Seaver College of Letters, Arts, and Sciences invites nominations, expressions of interest, and applications for the position of Dean/Director of International Programs. Reporting to the Dean of Seaver College, the Dean/Director of International Programs leads and manages all aspects of the college's international programs, including the operation of multiple international campus sites. The Dean/Director of International Programs is responsible for managing a budget of approximately \$30 million, approximately 20% of the Seaver College's annual budget, and providing programmatic and operational support for all programs, including the Malibu international programs office, the Washington DC campus, and all overseas sites. The Dean/Director oversees more than 90 faculty and staff members; manages the application, selection, and registration processes for all programs; ensures alignment between the strategic direction of all programs with the college and University; addresses student affairs matters; ensures the safety and security of the students and staff; directs the operation and maintenance of facilities; and works collaboratively with the Dean's Office and academic divisions to advance and maintain a high level of academic excellence. The Dean/Director also leads crisis and emergency management responses for all international program areas with the support of the University's Emergency Operations Center. In support of the University's Christian mission, the Dean/Director will ensure that Pepperdine's international programs deliver vibrant spiritual life programs that foster spiritual development while producing engaged global citizens.

The Dean of International Programs will work with Seaver College's Dean, associate deans, divisional deans, faculty, and other academic and administrative units across the University to support all Seaver College international program activities and promote opportunities for international program development. As a leader, the Dean/Director of International Programs is responsible for:

- Ensuring the effective operations of each site by providing a cohesive vision, strong support for academic excellence, and oversight of student affairs matters in support of the mission and goals of Pepperdine.
- Leading the International Programs' marketing and recruitment efforts to successfully achieve the enrollment goals of each program and managing the admission and selection process.

- Planning, directing, and coordinating the International Programs' annual operating budget and capital fiscal plans, including facilities and human resources.
- Ensuring compliance with all applicable university policies and procedures as well as federal, state, local, and international regulations.
- Establish or continue effective collaboration with internal partners including, but not limited to Human Resources, General Counsel, Planning, Operations, and Construction, Public Safety, Insurance and Risk, and Business Services.
- Ensuring that international sites' operations are carried out in a safe environment and that internal controls and procedures are appropriately implemented.
- Partnering with the Provost's Office and the Associate Provost to facilitate the use of international program campuses by the University's graduate programs, when possible.
- Representing Pepperdine and the Seaver College in the greater community by working effectively with key external community stakeholders.

The next Dean/Director of International Programs will engage with a wide range of stakeholders and must be well-positioned to address the following opportunities and challenges:

- New Program Opportunities – During the next five years, the University and college will transition the Switzerland program from Lausanne to the Chateau D'Hauteville in Vevey, select the location and begin operation of an international campus in Asia, and continue to advance efforts to operate existing programs and develop a possible campus in Africa. The next Dean/Director will provide strategic direction and leadership for each of these opportunities.
- Ensuring Academic Excellence – In partnership with college leadership and faculty, the Dean/Director of International Programs will be responsible for ensuring that International Programs' course offerings provide a high-quality academic experience that furthers students' development as global citizens. To this end, the Dean/Director will work closely with Program Directors to recruit, train, retain, and support qualified faculty and staff who share the University's commitment to academic excellence and Christian values.
- Evolving Needs of Programs – The next Dean/Director will continue ongoing efforts to assess and enhance the University's existing programs and guide their strategic development. In the pursuit of continued excellence, the Dean/Director must ensure that Pepperdine's international programs evolve in a manner that deepens student learning, provides new methods of student engagement and participation, embraces the Christian mission, and enhances student understanding of cultural diversity while maintaining current levels of success and relevance.
- Thriving Community – The Dean/Director of International Programs must be a team-oriented leader who will enhance and inspire collegiality and collaboration across all international programs and within the Office of International Programs. The Dean must be committed to recruiting, hiring, and retaining a high-quality staff and building a teamwork-based environment that allows employees to thrive.
- Student Experience - The Dean/Director of International Programs is responsible for the overall student experience in both the curriculum and the co-curriculum. In order to ensure the safety and well-being of its students, the Dean must have a strong understanding of co-curricular management and issues. They must be adept at making available resources that assist students in managing any struggles they may encounter

while living abroad such as: Title IX adherence, security, safety, and compliance with international laws - including visa and travel requirements.

Pepperdine's next Dean of International Programs will exhibit the following qualities and characteristics:

- Skill and sensitivity in understanding the cultures of the various countries and cities in which the University's international programs are located
- Experience working and living abroad
- Experience leading international programs and study abroad programs
- A familiarity with or proficiency in at least one foreign language
- A collegial leadership style that facilitates collaborations with other academic units and university partners
- A sincere commitment to embracing Pepperdine's Christian mission and values. [Pepperdine University's mission statement](#) declares that we are a Christian university committed to the highest standards of academic excellence and Christian values, where students are strengthened for lives of purpose, service, and leadership. Religiously affiliated with the churches of Christ, it is the purpose of Pepperdine to pursue the very highest employment and academic standards within a context which celebrates and extends the spiritual and ethical ideals of the Christian faith.

At Seaver College, our faith calls us to uphold the highest standards of academic and scholarly excellence. To achieve this goal, the [college's mission statement](#) affirms that we are a Christian college where each student is a person of infinite dignity and their total development is centered at the heart of our educational enterprise. Arising from our faith, we commit to pursue truth relentlessly in all disciplines, fully confident that it has nothing to fear from investigation.

Seaver College seeks candidates for the position of Dean/Director who have demonstrated passion and commitment to international education. Required qualifications for the position are:

- A thorough understanding of current issues related to international study abroad programs
- A demonstrated knowledge of and experience managing international programs, with a strong emphasis on residential programs abroad
- A successful record of teaching that highlights the ability to navigate differences in teaching and learning across nations while embracing the value and benefits of experiential learning without compromising academic excellence
- Exceptional leadership ability
- Outstanding oral, written, and interpersonal communication skills, especially within the context of cross-cultural differences
- Strong organizational skills and work ethic
- A clear understanding and demonstrated experience with technology and its use
- An understanding of the benefits of diversity and a commitment to enhancing belonging in all international program communities
- A demonstrated experience in effectively managing crisis and emergency situations
- A proven ability to work collaboratively and effectively with a broad range of constituent groups

- An abiding commitment to the University mission, especially as it relates to the unique opportunity of spiritual development within the context of cross-cultural experiences
- A strong moral and ethical reputation
- A master's degree from a regionally accredited institution

The following qualifications are highly desired, but not required.

- A doctoral degree from a regionally accredited institution
- At least three years of significant administrative experience, preferably in a position of leadership

The Dean/Director will serve an initial term of five years. Pending successful performance, the term is renewable. The Dean/Director will also receive a stipend in recognition of their service.

Application Process

The Search Committee will begin reviewing applications immediately and continue to accept applications and nominations until the position is filled. Nomination letters should include the name, position, address, e-mail, and telephone number of the nominee. All applications and nominations will be handled in confidence. Applicants must submit:

- A letter of application that details relevant experience and interest in the position. The letter also should address the applicant's consistent pattern of support for generally accepted Christian values and the mission of Pepperdine University, and describe the applicant's active participation in a community of faith.
- A current resume or curriculum vitae
- A statement that:
 - addresses the responsibilities of the position
 - articulates the applicant's vision for academics, student learning, and program success in International Programs
 - addresses the role of the [University](#) and [college's](#) Christian missions in an international program environment
- The names and contact information of three references

All applicants must submit the aforementioned documents as part of the online application process at apply.interfolio.com/111217. A background check will be required in advance of the appointment.

Confidential inquiries or questions should be addressed to Michael Feltner, Dean, Seaver College at michael.feltner@pepperdine.edu.

Pepperdine is an Equal Employment Opportunity Employer and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal, state, or local law. Pepperdine is committed to providing a work environment free from all forms of harassment and discrimination. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the University.

Pepperdine is religiously affiliated with the Churches of Christ. It is the purpose of Pepperdine to pursue the very highest employment and academic standards within a context which celebrates and extends the spiritual and ethical ideals of the Christian faith. While students, faculty, staff, and members of the Board of Regents represent many religious backgrounds, Pepperdine reserves the right to seek, hire and promote persons who support the goals and mission of the institution, including the right to prefer co-religionists.

It is the intent of the University to create and promote a diverse workforce consistent with its stated goals and mission.