

Official Title: Director, International Graduate Programs Office (IGPO)

Pay Schedule: AD-09

Non-Tenure Track

- A. Summary:** The International Graduate Programs Office (IGPO) provides for the academic, cultural, and social integration of the resident international officer students and their families at the Naval Postgraduate School (NPS). The Director (IGPO) is responsible for ensuring that the functions of IGPO are carried out effectively and for providing overall management and direction for the operational, strategic, and fiscal activities of the Office. Additionally, the Director provides policy guidance and implementation in planning and administering the Joint Security Cooperation Education and Training (JSCET) Program and Field Studies Program (FSP) for NPS.
- B. Duties:** The Director:
- organizes, manages, budgets, and governs the IGPO to carry out the office objectives;
 - plans and administers the Security Cooperation and Education and Training Program goals at NPS;
 - plans and conducts international student recruitment to achieve stated goals of student and country participation and develops student quota projections and budget forecasts;
 - serves as the Admissions Office for international student applicants; uses broad knowledge of NPS curriculum content in reviewing admission packages and coordinates placement and educational achievements with program officers and academic associates to ensure the success of students in their respective academic programs;
 - serves as primary student counselor, coordinating with the Dean of Students on all facets of international student administrative activity to include academic probation and disciplinary issues;
 - collaborates with academic associates in the School of International Graduate Studies (SIGS) and the Graduate School of Business and Public Policy (GSBPP) on development of curriculum content for international specific programs;
 - serves as academic associate and program officer and is directly involved with curriculum development for three courses designed specifically for international officer students (IT1500-"American Life and Institutions", IT1600-"Communications Skills for International Officers", and IT1700-"Academic Writing for International Officers");
 - serves as NPS representative for international student matters in dealings with DOD, DON, and civilian organizations; and,
 - performs other duties commonly understood to be Chair-like duties.
- C. Scope of duties:** The Director works independently under the direction of the Dean, (SIGS). The Director is responsible for internal operations of the Office and for supervising faculty staff members, student researchers, and other personnel assigned to IGPO.
- D. Qualifications:**
- a graduate degree in a discipline that supports the needs of IGPO;
 - extensive experience (typically 15 years) in joint security cooperation and international education and training policies and systems; and,
 - demonstrated reputation for expertise in the field.
- E. Special Requirements:** Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum; incumbent required to file OGE 450, Confidential Financial Disclosure Report.