

## **Director, Domestic and International Studies**

Do you thrive in an environment that is dynamic, innovative and collaborative? Become a part of the shared purpose and passion of a team that supports over a century's worth of visionary thinking. Longwood Gardens is seeking an established, strategic leader with an understanding of both horticulture training and industry to deliver our core educational mission through the development and delivery of Longwood's globally renowned student programs.

As the Director of Domestic and International Studies you will lead exciting and engaging academic and experiential programs with results and impact. Demonstrating your ability to think and act innovatively, you will be responsible for developing and maintaining the student programs, including budgets, ensuring evaluation and the quality of academic rigor and the student and faculty experience. Programs include: Discover Program, Co-Op Program, Professional Horticulture Program, University and College Interns, International Interns, TRIAD Program and the GCA/RHS Fellowship. As leader of these programs, you will develop and maintain excellent relationships with colleagues, industry and faculty, lead and coordinate the recruitment process for all student programs, and work with HR and other partners to ensure organization and communication. Additional responsibilities include working with the Domestic and International Studies Assistant to ensure student onboarding with ongoing oversight for the safety and welfare of students, administration of the J-1 visa program, and serving as the key contact for our Professional Horticulture Alumni Association. You must be available to work flexible hours.

The ideal candidate will have proven leadership, strategic thinking skills and experience of program development from concept to delivery. They'll demonstrate excellent communication, interpersonal and collaborative skills, and will display exemplary team leadership, mentorship, and professionalism. An ability to deliver excellent program management and have strong organizational abilities is key. Minimum requirements for this position include a Bachelors degree in Horticulture, Education or a closely related cultural field, and seven or more years of experience managing and working with students, course development, delivery and evaluation, and budget administration. International travel and experience working with international students is preferred.

We offer a competitive starting salary and an outstanding benefits package. Please apply online at <https://longwoodgardens.org/employment/full-time-job-opportunities>. Previous candidates need not apply.

Application deadline: February 7, 2020