

Assistant Director, Office of International Collaborations  
Old Dominion University

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Posted Sep. 30, 2025, set to expire Jan. 30, 2026

<b>Job Title</b>	Assistant Director, Office of International Collaborations
<b>Department</b>	INT'L PROGRAM DEVELOPMENT
<b>Institution</b>	Old Dominion University Norfolk, Virginia
<b>Date Posted</b>	Sep. 30, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	International Programs/Study Abroad
<b>Job Website</b>	<a href="https://jobs.odu.edu/postings/24320">https://jobs.odu.edu/postings/24320</a>

**Apply By Email**

**Job Description**

The Assistant Director of the Office of International Collaborations supports the Director of International Collaborations in the implementation of the strategic goals of Old Dominion University's international engagement initiatives. This role focuses on supporting the management of day-to-day operations, coordination of international partnership activities, and promotion of international scholarship opportunities. The Assistant Director works collaboratively with faculty, staff, and external partners to foster global research, teaching, and student/faculty mobility, ensuring the effective administration and promotion of the university's international programs.

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### **Minimum Qualifications**

- ***Master's degree in international education, higher education administration, global affairs, international education, or a related field, or bachelor's degree in stated fields with experience equivalent to a master's degree. Considerable experience in international education, program management, or related roles.***
- Strong organizational and administrative skills, with attention to detail.
- Strong problem-solving and decision-making skills.
- Excellent written and verbal communication skills.
- Cross-cultural competence and the ability to work in diverse and multicultural environments.
- Demonstrated ability to manage multiple projects and deadlines effectively.
- Proficiency in technology platforms for communication, program management, and data analysis.
- Ability to work collaboratively with diverse stakeholders.

### **Preferred Qualifications**

- Familiarity with the Fulbright program and other international scholarship opportunities.
- Considerable experience managing international partnerships or program agreements.
- Proficiency in one or more foreign languages.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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