



**Dean of International Programs  
Frank R. Seaver College of Letters, Arts, and Sciences  
Position Profile**

Pepperdine University's Frank R. Seaver College of Letters, Arts, and Sciences invites nominations, expressions of interest, and applications for the position of **Dean of International Programs**.

**The University**

Named after its founder, George Pepperdine, Pepperdine University ("Pepperdine") is 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. Cutting edge, original scholarship and highly effective classroom teaching are developed and delivered within a framework of Christian beliefs and values. Religiously affiliated with Churches of Christ, these ideals are derived from both religious heritage and the deep commitment to nurturing and growing Christian values. At Pepperdine, students, faculty, and administration affirm this commitment and advance the University's standing as a premier, global, Christian educational institution by growing in knowledge, as well as faith.

Pepperdine serves 3,400 undergraduate and 100 graduate students at the Frank R. Seaver College of Letters, Arts, and Sciences (Seaver College) and 4,200 predominantly graduate students at its four other schools: the Graduate School of Education and Psychology; the Pepperdine Graziadio Business School; the School of Law; and the School of Public Policy. The University is home to nearly 700 faculty, with over 220 full-time faculty at Seaver College. With access to top-ranked academic programs, undergraduate students have the opportunity to choose from academic programs ranging from the liberal arts to business and graduate students pursue degrees in the University's MBA, master's, and doctoral programs at locations throughout Southern California. Students also compete in 14 NCAA Division I intercollegiate sports. Throughout the celebrated history of Waves athletics, Pepperdine teams have won nine NCAA Division I Team Championships and more than 40 athletes have participated in the Olympics as a player or coach.

Each academic unit at Pepperdine offers rigorous programs, valuable resources, and countless opportunities that enable students to pursue their desired course of study. Pepperdine chooses faculty for their expertise, as well as their alignment with the University's mission. These accomplished mentors include authors and working professionals who bring practical experience to the classroom. Pepperdine is accredited by the Western Association of Schools and Colleges (WASC). The Business, Education and Psychology, Law, Liberal Arts, and Public Policy schools have additional accreditations and affiliations with prestigious honor societies.

Nestled in the rolling foothills of the Santa Monica Mountains, Pepperdine's Malibu main campus commands a majestic view of the Pacific Ocean. The winding seashore, the rugged beauty of Malibu Canyon, and the clean ocean air enhance the towering campus location. The moderate seaside climate permits year-round outdoor activities, and along with the recreation facilities on campus, students have access to nearby beaches with opportunities for surfing, fishing, and boating. Other locations in California include the West Los Angeles Graduate

Campus, the Calabasas Campus, the Encino Graduate Campus, the Irvine Graduate Campus, the Silicon Valley Center, and several international program locations around the world.

For more information about Pepperdine, please visit: <https://www.pepperdine.edu/about/>

### **Frank R. Seaver College of Letters, Arts, and Sciences**

Seaver College is the flagship college of Pepperdine's five schools. Home to its residential undergraduate program in Malibu, the College enrolls approximately 3,400 baccalaureate students coming from all 50 states and nearly 60 foreign countries, offering 45 majors and 40 minors in liberal arts curriculum that integrates academic excellence and Christian values. With a student/faculty ratio of 13:1, Seaver emphasizes student-centered teaching by holistically investing in each and every student by faculty who serve as mentors, research partners, and graduate school and career advisors.

The College's eight academic divisions provide educational enrichment and career preparation in business administration, communications, fine arts, humanities and teacher education, international studies and languages, natural sciences, religion and philosophy, and social science. Graduate programs are also available in American Studies, religion, and writing for screen and television, with opportunities for students to work one-on-one with faculty, publish research papers, coauthor journal articles, and attend academic conferences. Over 96% of Seaver students get hands-on experience through student employment, student teaching, and internships. In addition, more than 85% of Seaver College students study abroad, taking up residence in Pepperdine's six permanent facilities in Europe, South America, and Asia, or in other programs worldwide. Extending its educational offerings beyond the classroom, Seaver College challenges its students to become global citizens who value lives of service, purpose, and leadership.

The Convocation/Chapel series offers a multitude of activities aimed at affirming Christian teachings and values, enriching spiritual formation, or addressing ethical and moral issues within a Christian worldview. Engaging the spirit of service among Seaver students, the Volunteer Center facilitates 20 ongoing programs and numerous one-time volunteer opportunities to develop and support student leaders and build strong partnerships with the community.

For more information about Seaver College, please visit <https://seaver.pepperdine.edu/>.

### **The Office of International Programs**

Within Seaver College, the Office of International Programs (International Programs) provides students with a unique opportunity to grow personally and culturally. International Programs' mission is to provide students a life-changing international experience designed for intellectual, social, personal, and spiritual transformation. The Institute of International Education has ranked Pepperdine as the #1 university in the nation for the highest percentage of study abroad participation three consecutive years. Approximately two thirds or more of Seaver students study abroad during their time at Pepperdine, typically during their sophomore year.

Pepperdine owns state-of-the-art facilities in seven different locations around the world where students can participate in both single semester and full academic year programs. The University's six overseas locations are located in Buenos Aires, Argentina; Florence, Italy; Heidelberg, Germany; Lausanne, Switzerland; London, United Kingdom; Shanghai, China; and one domestic site in the United States located in Washington D.C. At all locations except for Buenos Aires where students live with local families, students are part of a Living/Learning Community Model whereby they live, attend class, eat, and travel together. To foster cultural

development and enrichment, all programs provide a wide array of programs and resources including listening summits, language learning, service opportunities, and educational field trips. Self-discovery and learning is encouraged by providing students local information and travel guides at all the locations, including Washington D.C. In addition to spending a semester, academic year, or summer session at one of the University's international campuses, students can also choose to study abroad by participating in summer internship programs in Lausanne, London, Shanghai, and Washington D.C.

International Programs also offers special summer programs that are faculty-led and provide smaller-scale, unique, and life-changing learning experiences. Examples of programs include: Amman, Jordan, where students study international relations while discovering the culture of the Middle East; Nairobi, Kenya, where students serve through the "Made in the Streets" mission to lift children from poverty and hopelessness; Madrid, Spain where students have an immersive cultural experience while completing upper division Spanish courses; Natuvu Creek, Fiji, where students work in local schools and medical clinics while studying science; and Kaikoura, New Zealand, where students explore the intersection of faith and sustainability.

To learn more about Seaver College's International Programs, please visit <https://seaver.pepperdine.edu/academics/international-programs/>.

### **Position Summary**

Reporting to the Dean of Seaver College, the Dean of International Programs leads and manages all aspects of the university's international programs, including the operation of all international campus sites. The Dean of International Programs is responsible for managing a budget of approximately \$14 million dollars, approximately 21% of the Seaver College's annual expense budget, and providing programmatic and operational support for all programs, including the Malibu International Programs office, the Washington D.C. campus, and all oversea sites. H/she has oversight of over 90 faculty and staff members, manages the application, selection, and registration processes for all programs, establishes the strategic direction for all programs, addresses student affairs issues, ensures the safety and security of the students and staff, directs the operation and maintenance of all facilities, and works collaboratively with the Dean's Office and academic divisions to advance and maintain a high level of academic excellence. The Dean of International Programs ensures that Pepperdine's international programs support the University's Christian mission and produces engaged global citizens.

Direct reports to the Dean of International Programs include:

- The Program Directors at each international campus and Washington, D.C.
- The Associate Dean of International Programs
- The Director of Malibu Office
- The Manager of Academics and Internships
- The Executive Assistant to the Dean

### **Responsibilities**

The Dean of International Programs will work collaboratively with University and College leadership, including the dean, associate deans, and divisional deans, faculty, all academic divisions, and administrative units, including Student Affairs, Student Accessibility, Community Standards, Public Safety, Insurance and Risk, Human Resources, and Planning, Operations, and Construction, across the University to support all international program activities and promote opportunities for international program development. As the leader, the Dean 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 issues 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 relevant university policies and procedures as well as federal, state, local and international regulations.
- Ensuring that international sites operations are carried out in a safe environment and that internal controls and procedures are appropriately implemented.
- Representing Pepperdine and the Seaver College in the greater community by working effectively with key external community stakeholders.

### **Opportunities and Challenges**

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

- **Promoting Academic Excellence Abroad** – In partnership with college leadership and faculty, the Dean of International Programs will be responsible for continuing to ensure that International Programs' course offerings provide a high-quality academic experience. Given the Living/Learning Community Model used in international programs, the Dean will play a significant role in serving as a bridge with the faculty to capitalize on this unique learning environment and to seek opportunities that enhance the student learning experience. The Dean will also work closely with Program Directors to recruit, train, retain, and support qualified faculty who share the University's commitment to academic excellence and Christian values. Thus, providing students not only with an opportunity to see the world and grow as a global citizen, but also to participate in an academically enriching program that provides a transformational life experience.
- **Adapting to the Evolving Needs of Students** – Pepperdine enjoys a strong reputation for providing an impactful international experience. In their role as Dean of International Programs, s/he will lead the efforts to assess and enhance the University's current programs and guide in their strategic development and implementation. In its pursuit of continued excellence, the Dean 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 its current level of success and relevance.
- **Developing a Vision for the Future** – The Dean of International Programs will play a central role in supporting a vision for the future that will embrace opportunity and innovation. The Dean must be a forward-thinker with the ability to lead the discussion on how Pepperdine's International Programs may best take advantage of the University's strengths and Christian mission to enhance Seaver College and each international program.
- **Enhancing Teamwork Within the Organization** – The Dean 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 building a teamwork-based environment and

inspiring an esprit de corps amongst the Directors at Pepperdine's international sites and staff on the Malibu campus.

- **Improving Organizational Effectiveness** – Functioning as the chief operation officer of all International Programs' sites, the Dean must work diligently to maximize the use of both human and financial resources. The Dean will assess the current organizational structure and processes to develop and implement appropriate methods and controls that will result in the effective delegation of duties, the identification of metrics and benchmarks for gauging progress, effective stewardship and management of all financial resources, and increasing accountability for meeting clearly established goals.
- **Building Partnerships** – The Dean of International Programs must be a proactive leader who will actively seek opportunities to further develop and establish partnerships across Seaver College and Pepperdine's other schools. In working collaboratively with University administrators and faculty, the Dean will promote closer working relationships and deeper integrations to identify opportunities for operational efficiencies and remove barriers that would otherwise stymie forward progress. Moreover, the Dean must also seek to create and foster collaborations with local entities and organizations at each international campus to enrich the overall student learning experience.
- **Issues Affecting Students** – The Dean 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. H/she must be adept at making available resources that assist students in managing any struggles they may encounter while living abroad such as: security; safety; Title IX adherence; and compliance with international laws – including visa and travel requirements.

### **Qualities and Characteristics**

Pepperdine's next Dean of International Programs will exhibit:

- A 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 commitment to embracing Pepperdine's Christian values;
- A collegial leadership style that facilitates collaborations with other academic units and university partners;

### **Required Qualifications**

The successful candidate should have:

- A minimum of five years of administrative leadership experience in an academic (dean, associate or divisional dean, department chair), executive, or comparable position;
- A thorough understanding of current issues related to international and study abroad programs;
- A demonstrated understanding of and experience managing international programs, with a strong emphasis on residential programs abroad;
- A successful record of teaching; tenure is not required, but preferred;
- Exceptional leadership ability;
- Outstanding oral, written and interpersonal communication skills;
- 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 diversity and inclusion;
- Experience managing a budget and implementing sound financial management practices;
- A demonstrated experience dealing effectively with crisis situations;
- A proven ability to work collaboratively and effectively with a broad range of constituent groups;
- An abiding commitment to the University mission;
- A strong moral and ethical reputation.

It is strongly preferred that the next dean has a terminal degree from an accredited college or university; however, consideration will be granted to individuals with an advanced degree and exceptional professional qualifications and experiences.

### **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 and telephone number of the nominee. All applications and nominations will be handled in confidence. Applicants must submit:

- A current resume or curriculum vitae.
- A cover letter describing relevant experience and interest in the position.
- The names and contact information of three references.
- A statement indicating how the candidate will support the [Christian values of the University](#) and the [mission of Seaver College](#).

Applications and letters of nomination should be submitted by email to:



Alberto Pimentel, Managing Partner or  
 Emy Peña, Partner  
 Storbeck/Pimentel & Associates  
 6512 Painter Avenue, Whittier, CA 90601  
 Email: [apsearch@storbeckpimentel.com](mailto:apsearch@storbeckpimentel.com)

Refer to "**Pepperdine-International**" in subject line

*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 work force consistent with its stated goals and mission.*