

Director of Standards, Certification, and Training

Open Full-Time Staff Position | Fully Remote (located in USA)

AIRC: The Association of International Enrollment Management seeks a visionary, experienced, and adaptable leader as its new Director of Standards, Certification, and Training. We welcome applications at search@airc-education.org.

To apply, please provide a detailed résumé or CV, a cover letter outlining your interest in and qualifications for the position, and 3-5 professional references. The deadline for priority consideration is Sunday 25 January 2026. Selected candidates will be invited for virtual (video) interviews. AIRC's preferred start date for this position is Monday 16 March 2026 or earlier.

Please contact search@airc-education.org with any questions about this opportunity.

About AIRC

Founded in 2008, AIRC is the Association of International Enrollment Management. AIRC is a 501(c)(3) non-profit membership association of accredited secondary and post-secondary institutions, service providers, and certified student recruitment agencies which work together to establish quality standards for international recruitment and enrollment. AIRC is registered as a Standards Development Organization with the U.S. Department of Justice and the Federal Trade Commission.

Our Mission

AIRC champions the interests of international students, educational institutions, and educational agencies through the development of professional standards and partnerships that advance effective and strategic practices in international enrollment management. We develop standards, certify agencies, offer training and networking opportunities, advocate for ethical practices, and provide resources to improve international student recruitment and enrollment.

International Enrollment Management

International Enrollment Management (IEM) is the field of professional practice concerned with the recruitment, enrollment, and success of international students. IEM integrates marketing, admissions, student services, and retention strategies into a coordinated framework designed to align international enrollment outcomes with organizational mission and long-term sustainability.

Diversity, Equity, and Inclusion Declaration

AIRC welcomes our diverse members' unique contributions through their life experiences and social identities which include, but are not limited to; age, ancestry, belief, color, culture, disability, education, ethnicity, gender identity and expression, languages spoken, marital status,

nation of origin, race, religion/spirituality, sex, and sexual orientation. For more details on AIRC's commitment to fostering a diverse and welcoming community, please see the Mission & Vision page on the AIRC website.

About the Director of Standards, Certification, and Training

The Director of Standards, Certification, and Training (SCT) plays a crucial role in advancing AIRC's mission and is a prominent leader within the AIRC and IEM communities. This position is responsible for direction and execution of core AIRC functions including standards of best practice, agency certification, and training and professional development offerings for the IEM field. It also contributes to AIRC projects more broadly, including the annual conference, strategic planning, and fiscal management.

Supervision Received and Provided

The Director of SCT is a member of AIRC's small staff team and reports to the Executive Director. They oversee non-staff contractors including agency reviewers and trainings faculty, and manage AIRC member committees including the Certification Commission and Conference Committee. At this time the position does not supervise AIRC staff, but this may change as AIRC's needs continue to develop.

Job Duties

The Director of SCT leads and manages AIRC's professional certification and training programs, focusing on strategy, compliance, and growth by developing policies, overseeing operations (e.g., recertification, interim and annual reports, logistics for meetings and communications), ensuring AIRC's quality standards are reviewed and updated, communicating with stakeholders, and fulfilling strategic plans for program effectiveness and market relevance.

Key responsibilities include:

- **Strategic Leadership:** Develop long-term vision, goals, and operational plans for certification programs, standards development, trainings, and events aligning with organizational mission.
- **Program & Events Management:**
 - Oversee all aspects (development, delivery, maintenance, renewal, compliance, comments and complaints) of the agency certification lifecycle and other professional development certification and training programs.
 - Work with the AIRC team to deliver regular and ad hoc programs, webinars, events and projects.
 - Serve as co-staff liaison/lead for the Conference Committee. Oversee educational content selection and execution for the AIRC Annual Conference and Spring Symposium.

- **Standards of Professional Practice:**
 - Ensure adherence to the AIRC standards for educational agencies, manage data, and oversee compliance.
 - Lead the growth and development of AIRC's IEM standards for institutions, including the creation of new certification and training programs and materials in fulfillment of AIRC's designation as a standards development organization (SDO).
 - Develop a regular schedule and process for periodic reviews and updates to AIRC's standards.
 - In close collaboration with the Director of Membership and Community Engagement, continue to strengthen the commitment to professional standards inherent in AIRC membership through an enhanced public pledge and other projects.
- **Quality Assurance:** Monitor program effectiveness, analyze data, and implement improvements in certification and training programs.
- **Stakeholder Engagement:**
 - Serve as primary liaison for Certification Commissioners, trainings faculty, certified agency members, external reviewers, and external organizations
 - Manage communication, develop and implement training for external reviewers and trainings faculty.
- **Marketing & Growth:**
 - Collaborate on marketing, identify trends, and promote program benefits to attract and retain certified agencies and other members and prospective members.
 - Spearhead the rebranding and repackaging of AIRC's professional certification and training programs under the AIRC Practical Training (APT) umbrella.
- **Team & Resource Management:** Supervise staff (if/as needed), manage budgets, and develop and utilize software including constituent relationship management (CRM), learning management system (LMS), event management software, and payments processing software to enhance program delivery.
- **Other Duties as Assigned:**
 - Attend AIRC meetings and events including Board of Directors meetings, the AIRC Annual Conference and Spring Symposium, webinars, etc.
 - Represent AIRC at virtual and in-person events and conferences; this requires occasional domestic and international travel.
 - As a member of AIRC's small and flexible staff team, the Director of SCT will occasionally be required to contribute to the organization's mission in ways not anticipated here.

Essential Qualifications

- A master degree (or equivalent) from an accredited institution of higher education.
- Significant professional experience with progressive responsibility in higher education or related fields with focuses on international education, program management, instructional design, marketing, and/or quality assurance.
- Strong leadership, communication, analytical, strategic thinking, prioritization, and project management skills.
- Proficiency with software including office functions (Microsoft Word, Excel, and PowerPoint or similar), constituent relationship management (CRM), and learning management systems (LMS).
- Curiosity about and passion for working with people from a wide array of global cultures and perspectives.
- Commitment to AIRC's mission; vision; and diversity, equity, and inclusion statement.

Preferred Qualifications

- Experience working with international students, international admission/student services offices, international student recruitment agencies, or members of a professional membership association.
- Familiarity with various business models in IEM, including international student recruitment agencies and service providers.
- Experience studying or working abroad.
- Proficiency in a language other than English.
- Familiarity with Neon CRM, Pheedloop events software, and OpenLearning LMS or similar programs.

Working Conditions

This position is fully remote and is characterized primarily as office work. AIRC will provide necessary IT equipment and basic office supplies, but the successful applicant will be responsible for ensuring access to a clean, ergonomic, and effective home office environment per AIRC's staff policy. AIRC may provide limited access to coworking spaces as needed for occasional use, pending a proposed staff policy update.

AIRC's standard full-time work week is 35 hours (7 hours plus a one-hour lunch, Monday through Friday). Each employee's standard working hours are negotiable within certain parameters so long as AIRC's core office hours are covered. However, this salaried position requires occasional work outside of standard working hours to accommodate global time zones, as well as domestic and international travel. This may include evenings and weekends as needed.

The successful candidate must live in the United States and hold US work authorization. AIRC is unable to sponsor any visa or immigration status for this position.

Compensation and Benefits

The hiring salary range for this position is between \$80,000 and \$95,000 annually. In addition to salary, AIRC's compensation package for full-time staff includes:

- Paid time off: 11 paid holidays, 4 weeks (20 days) of paid vacation time, and 12 days of paid sick time per year. 8 weeks of paid parental leave as well as leave for other special situations are also available.
- A 401(k) retirement plan to which AIRC contributes a flat 5% of gross salary. There is no minimum or maximum employee contribution (other than IRS maximums).
- Medical, dental, and vision insurance plans with partial employer contribution to premiums. Optional HSA/FSA.
- Basic life and AD&D insurance fully paid by employer; supplemental life insurance available at employee's cost.
- Online resources for mental health support, medical insurance advice, fertility services, and more.
- A \$100 monthly stipend for mobile phone and home internet use.