

## JOSEPH MACADE

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### Work Record

#### **Director** (2007 – 2008)

Mahanaim Institute, Huntington, NY

Hired to assist in the set-up of an international university on Long Island. Initially in charge of the establishment and management of the ESL and continuing education programs of an international tertiary education institution, including curriculum development, staff recruitment, and facilities design, and student recruitment. Also managed institutional F visa certification. Promoted to acting Institute Director in charge of all staff, operations, and licensing efforts for the organization.

#### **Director of International Programs** (2005 – 2007)

Rider University, Lawrenceville and Princeton, NJ

In charge of all services to U.S. students studying abroad and to international students, including in the latter group making arrangements for academic support, ESL placement, housing, activities, and various other functions on two campuses with a combined student body of about 5,000. Negotiated student/faculty exchange agreements with overseas universities. Provided orientation workshops for accepted students in China.

#### **Director, Center for International Programs** (2002 – 2004)

St. Mary's College of California, Moraga, CA

Ran the Center for International Programs, encompassing study abroad programs, intensive English programs, exchange programs, immigration and various support services for international students, and initiatives between college departments and international entities. Increased the number of college-sponsored and managed overseas programs from 4 to 7. Replaced a failing intensive program with an extension program and sub-contracted on-campus program, initiated the college's first student international exchange programs, helped establish and was named first dean of a six-college study abroad consortium. Developed and controlled center and study abroad program budgets. Established fiscal and administrative accountability in college study abroad programs. Served as spokesperson for the center, admissions officer for international exchange students, and chair of the college international programs committee.

#### **Academic Director** (2001- 2002)

Mekong Institute for Development and Cooperation, Khon Kaen, Thailand

Designed, marketed, supervised, and evaluated all donor-sponsored training and ESP projects in such areas as development economics, management, SOE reform, good governance, pro-poor trade and investment policies, trans-boundary issues, social and gender-related impacts of development, environmental protection, etc. for an international organization which provides assistance for human resource development in the Greater Mekong Sub-region. Negotiated and drafted course proposals and contracts, and monitored for compliance. Recruited and selected course participants from applicant pool of high to middle level government officials in Thailand, Laos, Vietnam, Cambodia, Yunnan Province of China, and Myanmar. Handled all travel and visa paperwork for training participants.

**Academic Director, Qatar** (July-December 1997) **University Skills Program Director,**  
**Emmanuel College** (June- Sept. 1992, June - Sept. 1993) **Assistant Center Director,**

**Simmons College** (Summer 1992), **Senior Director, Korea** (Dec. 1990-Sept.1991) **Director of Courses, Simmons College** (1985-86) **ESL Teacher/Executive Programs Coordinator, Simmons College** (1984-1985)

English Language Services/Berlitz, Qatar, Boston, Korea. From 1984 to 1997 discharged a variety of challenging domestic and international management assignments for an international company specializing in English language training. Some of the functions I performed for the company included setting up an overseas academic program in Qatar; managing the largest and most prestigious multi-site institute in Korea; writing and marketing English training proposals to companies and governmental entities; handling public relations with universities, the general public, and student referral agencies; developing curricula, hiring, training, supervising, and evaluating staff; and managing the logistics of moving a five-floor language institute in Boston, including library and language lab.

**Center Director, Merrimack College** (Nov. 1993- June 1997)

American Language Academy, North Andover, MA.

Was responsible for establishing a new branch of a for-profit language school chain and for handling all academic and administrative functions including hiring, training and evaluation of staff, facilities planning, negotiating service contracts, writing and marketing project proposals ESP programs including business English and English for aviation, managing community and public relations, student activities programming, setting up host family programs, overseas student recruitment, especially in Japan and Southeast Asia, and in general seeing that the needs of up to 110 international students, 8-45 years old, from about forty different countries were met. Evaluated international academic credentials for the College and served as INS Designated School Official for all student immigration service documentation. Handled Accet Accreditation for the center.

**Program Coordinator** (1986- 1990)

Preparation for American Secondary School (PASS) Program, Dept. of State/Consortium/Save the Children Phanat Nikhom, Thailand

Planned, directed and evaluated all aspects of a fairly autonomous overseas refugee training and primary/secondary education project serving up to 1,500 US-bound Lao, Khmer and Vietnamese students per teaching cycle; oversaw recruitment, selection, training and supervision of 90-150 persons, mostly Thai, including teachers, counselors, social workers, librarians, curriculum developers, etc. Participated as a member of the management team in the overall planning and management of the Phanat Nikhom Refugee Processing Center program and the US Department of State's regional refugee program.

**Assistant Dean of Students** (1980- 1982)

New England College International Campus. W. Sussex, England

Performed combined functions of housing and student activities director. Administered almost all student services for students from 30 different countries. In the frequent absence of the Dean and President, managed all university operations including housing, security, health and food services, campus cultural and recreational activities, field trips, community relations, orientations, publications, work/study and financial aid programs and student recruitment tours.

## **CONSULTING WORK**

**Researcher/Consultant** (Feb.-Dec. 2005)

American Councils for International Education, Washington, D.C.

Researcher on a FIPSE-funded, mixed methodology national study of U.S. Department of Education-financed university study abroad. Prepared database on over 1400 programs. Prepared survey instrument for delivery to former students and university administrators. Conducted interviews and focus groups. Represented project at international conferences.

**Consultant Researcher/KMI** (Aug.1999-Sept. 2000)

World Bank, HDNED/Education Office/Post-Basic Education Team, Washington, D.C.

Researched and wrote reports and papers for Bank staff on issues and best practices in human capital formation in developing countries. Research topics have included training and vocational

education in Latin America, effective educational/training strategies for poverty alleviation, secondary education in Korea, TIMSS in developing countries, critical thinking skills in mathematics and science education, and education for science and technology. Participated in training seminars, international conferences on vocational education, education for science and technology in developing countries, and the development of the World Bank SMARTER computer network focusing on best practices in science and mathematics education for developing countries. Evaluated the SMARTER Network for the World Bank Education Office. Participated the international World Bank Human Development Week. Edited papers on science and technology education for Dr. Keith Lewin of Sussex University and Claudia Tjikua of the Namibian Ministry of Education.

**Consultant** (February, 1999)

Mahidol University School of Management, Bangkok, Thailand.

Developed and taught GMAT preparation sessions for business school applicants.

**Training Consultant** (Oct. 1992 – Mar. 1993)

Ministry of Education Teacher Training Center, Zagazig, Egypt.

Advised Ministry of Education on EFL Teacher training, wrote teacher training materials, and participated in training workshops for secondary school teacher supervisors.

## **EDUCATIONAL RECORD**

### **University of Maryland**

Was enrolled in doctoral program in education with a concentration in International Education. Research assistant 1998-2000. Field research on NUOL in Laos (Jan-March 1999). Almost all required courses finished in Dec. 2000. Dissertation not completed.

### **University of Massachusetts**

Master of Arts in Education, TESOL/Bilingual Ed.1984. Also courses in international education, computer-assisted instruction, and comparative cultures. Taught as G.A. in University intensive English program. Dean's List.

### **Ohio University**

Master of Arts in International Administration, 1978. Thesis on international personnel administration. Major GPA 3.90. President, International Dorm, Vice President, OU Dorm Council. Worked as resource person for study abroad. Evaluated students' credentials in the International Student Advisor's Office. MA awarded Dec. 1984.

### **Merrimack College**

Bachelor of Arts cum laude in History, 1974. Presidential Scholar. Dean's List