

**COLLEGE INTERNATIONAL EDUCATION COORDINATOR**

**DEFINITION**

Under general direction, develop, direct, coordinate and evaluate a variety of college programs for international students; identify and recruit international students; in coordination with college personnel, provide direct services to international students; facilitate access to college services, college personnel, community support and cultural activities for international students.

**DISTINGUISHING CHARACTERISTICS**

This classification is self-supporting and all related costs of the position (direct and indirect) must be paid from generated revenues. If sufficient revenues are not generated to support this position, the position will be eliminated. The incumbent in this classification is expected to handle and coordinate a wide variety of activities in cooperation with college services and personnel, exhibit an ability to work independently, use discretion and diplomacy when interacting with others, and demonstrate strong organizational skills. The incumbent is expected to work closely with the District International Education Coordinator and be knowledgeable of the special needs of international students in an academic environment. He/she is expected to work with and communicate effectively with international students, faculty, administrators, other students, and representatives from outside agencies. At times, he/she will serve as the advocate for the international student. The incumbent will need to exercise independent judgement, make responsible decisions within a shared governance structure, efficiently manage an office, and demonstrate excellent liaison and problem-solving skills. He/she will plan and coordinate projects simultaneously and establish effective work relationships within a high-pressure environment.

**REPORTING RELATIONSHIP**

Receives general supervision from an educational manager; exercises technical supervision over hourly classified staff and student assistants.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to:

Provide information on programs and college services for international students.

Develop and maintain applicable files and records and prepare necessary reports for audit and validation purposes.

Develop and maintain a network of community referrals for housing and cultural events.

Refer international students to appropriate college support services, such as vocational education, tutoring, counseling, orientation, admissions, matriculation, instruction, and public information .

Evaluate international student application packets.

Act as program liaison with the Immigration and Naturalization Service; track students to ensure that they are complying with college and INS guidelines.

Maintain communication with community agencies dealing with international student needs and issues.

Attend meetings, serve on committees, and coordinate special advisory committees, as needed, to represent the college and its programs for international students.

**EXAMPLES OF DUTIES (continued)**

Develop and coordinate tutorial programs in cooperation with college personnel, as needed.

Develop, administer, and monitor the various college programs and special events aimed at the needs of international students in the community.

Develop, administer, and monitor the associated budgets for those programs and events.

Serve as a liaison between the college and District Office regarding international student issues.

Train and supervise hourly classified employees and student assistants.

Identify and recruit students who would benefit from the college's special programs for international students.

Develop and implement outreach and promotional activities as needed in cooperation with college services for these programs.

Provide recruiting materials and related services as needed to agencies, schools and other resources in conjunction with the District International Education Coordinator.

Coordinate activities and operations of a center for international students.

Provide in-service training programs for faculty and staff to address the special needs of international students.

Develop and implement outreach and promotional materials and activities in cooperation with college personnel for international education students, agencies, schools, and other resources, in cooperation with college personnel.

Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS**Knowledge of:

Educational admissions policies and procedures.

College and community resources for international students.

Immigration and naturalization requirements.

Federal rules and regulations pertaining to the admission and enrollment of international students.

Skill to:

Analyze computerized and manually derived data; write appropriate reports; maintain accurate records; and meet established time lines and schedules.

Be sensitive to, and relate appropriately with, people of various ethnic and cultural backgrounds.

Develop, administer, and monitor a program budget.

(Continued)

Skill to (continued):

Prepare and maintain accurate and complete records and reports.  
Develop, coordinate and implement student outreach programs and activities.  
Train and provide supervision to hourly classified staff and student assistants, applying appropriate personnel principles and practices.  
Use microcomputer to perform word processing.  
Communicate effectively, both orally and in writing.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Within the last five years, a total of two years demonstrated experience in all of the following:

Working with immigration and naturalization regulations **AND**

Developing and/or coordinating educational or training programs or related experiences

**AND**

Recruiting international populations within the public or private sector.

Education:

Bachelor's Degree from an accredited institution.

**PHYSICAL AND MENTAL DEMANDS**

This is primarily a desk job. Physical demands include ability to transport self to job site and all locations of the campus, as well as locations within the external communities. The incumbent must have the ability to communicate effectively with community college students, faculty, administrators, classified employees as well as representatives from external governmental agencies and private organizations. The use of a personal computer and other manual tasks involve coordination and repetitive use of hand-eye coordination. Near and distance vision is required for most duties. The College International Education Coordinator must have the capacity to perform all aspects of this full-time position at the mental and physical level required.

**WORKING CONDITIONS**

This position involves some field work, which includes driving, entering enclosed areas of buildings, and office work. Environment is generally clean although occasional exposure to conditions such as dust, fumes, odors, or noise will occur. A video display terminal is used on a regular basis.