



## DISTRICT INTERNATIONAL ADMISSIONS COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	FASME/Local 1	64	03/14/2024	Classified	1 of 2

### DEFINITION

To develop, direct, coordinate, and evaluate international admissions for international students across the District; assist in the recruitment of international students; collaborate with global recruitment team and agency partners to support prospective students throughout the admissions process.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- Provides training and direction to student assistants or other assigned staff.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Serves as the primary international admissions contact for the District.
- Manages communication with prospective international students and stakeholders such as parents and agency partners.
- Reviews and, as needed, updates the international student application.
- Prepares regular international admissions reports for audit, validation, and recruitment purposes.
- Reviews and evaluates international student applications and supporting documentation.
- Admits international student applicants who meet all admission requirements.
- Issues acceptance letters and conditional letters of admission.
- Issues I-20s to admitted international students.
- Provides guidance to prospective students regarding how to obtain F-1 visas (e.g., SEVIS fee, Form DS-160, visa interviews, etc.).
- In coordination with college international student teams, communicates additional pre-arrival steps and expectations to admitted students.
- Assists the global recruitment team and the Dean of International Education in planning pre-departure orientations in select markets.
- Proactively coordinates with the global recruitment team, communicating regularly regarding student applications, admissions requirements, and opportunities for additional support for prospective students.
- Serves as a liaison between the international recruitment team, agency partners, and college international offices.
- Serves as a Designated School Official (DSO) for each college.
- Develops and maintains applicable files and records.
- Assists with global marketing and international student recruitment, including digital content creation and management, promotional materials development, and event planning.
- Prepares and delivers presentations as needed for prospective international students, agency partners, schools, and other stakeholders.
- Assists in organizing and leading campus visits for international delegations, global partners and prospective international students and their families.
- Provides support and occasional training for other international office staff and student workers.
- Participates in professional development training and workshops.
- Performs related duties as assigned.



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### MINIMUM QUALIFICATIONS

Knowledge of:

- International admissions policies and procedures
- International student recruitment practices
- English language proficiency standards
- Immigration resources for international students
- U.S. education system and Intercultural communication resources for international students
- Department of Homeland Security (DHS) and United States Citizenship and Immigration Services (USCIS) requirements.
- Federal rules and regulations pertaining to the admission and enrollment of international students.
- Non-immigrant visa classifications
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- Understand and carry out verbal or written instructions in an independent manner.
- Assign work to, oversee, and train student assistants.
- Gather, prepare, and maintain accurate data, records, files and reports.
- Analyze situations accurately, determine priorities and adopt an effective course of action.
- Communicate effectively, both orally and in writing and prepare clear and concise technical and statistical reports.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty, and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- Within the last five (5) years, a total of two (2) years demonstrated experience in the following: helping international students comply with Department of Homeland Security (DHS) and United States Citizenship and Immigration Services (USCIS) regulations AND working in international admissions at a secondary or post-secondary education institution AND recruiting international populations within the public or private sector.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of a Bachelor’s degree from an accredited college or university, or the equivalent.