

INTERNATIONAL STUDENT COORDINATOR

CLASS SUMMARY

Under general direction, plans, coordinates, and directs all operations of the International Student Center, including its programs and services; provides direction in the development and implementation of college policies regarding foreign students; serves as District Liaison with Immigration and Naturalization Services; coordinates policies of admission and retention of foreign students with the Associate Dean of Admissions & Records; provides direction to staff on the day-to-day operation; and performs related duties as required.

REPRESENTATIVE DUTIES

Provide program planning and design, direction, and coordination for all international student support services including admissions, immigration, orientation, housing, social activities, monitoring academic progress and other related issues and activities. Oversees the recruitment, admission, enrollment, maintenance and retention of all international students; responsible for and provides direction and schedules to execute the recruitment and outreach to English language schools and global recruitment for international students district wide; provides direction for advertisements, literature, promotional products and web page updates, identifying target markets and tracking web responses for admissions; serves as the District's primary liaison with Immigration and Naturalization Services; serves as a liaison with language schools, faculty and other student service areas; coordinates the International Festival, International Club, and other special activities; administers the International Student Alumni Association for outreach and possible fund raising, manages work direction of the special international operational budgets; provides supervision, direction, and training of all staff.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager/administrator and directs the work of full-time, part-time, and student workers.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training, education and experience equivalent to four years of college; one year of experience working with F-1 international students.

Knowledge and Abilities

Knowledge of: immigration and naturalization processes as they apply to students; college programs, particularly ESL; diverse cultural and ethnic groups; record keeping; principles of public contact and public relations; and, admission/registration procedures.

Ability to: establish and maintain effective relationships with a diverse population of students, community agencies, and the public; communicate effectively; interpret and explain college procedures, policies and regulations: and to execute programmatic responsibilities.