



Coordinator, International Education

Department: Center for Global Learning

FLSA Status: Exempt

Grade/Level: N/A

Work Schedule: M-F; 8:30 a.m. to 5:00 p.m.; 12 months; Evenings and weekends as required.

Job Status: 1.0 FTE

Reports To: Vice President for Academic Affairs

Amount of Travel Required: 25%

Positions Supervised: None

POSITION SUMMARY:

Manages semester-long study abroad and aspects of the education abroad process for students including outreach and advising, selection, orientation and participation, re-entry and assessment. Assists faculty director of short-term, faculty-led study abroad (Travel January Term) in planning and execution of JanTerm processes and procedures.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)

- Educates, promotes to, and advises students, staff, and faculty with regards to the global education program including short- and long-term study abroad, international internships, and international service learning by:
 - Hosting or facilitating presentations and/or events;
 - Serving as the primary point of contact for those with interest or questions;
 - Collecting narratives from students with program experience;
- Coordinates pre-departure preparation with students, parents, college associates, and international program providers to include:
 - Potential locations, academic, and accommodation arrangements;
 - Logistical advising regarding international travel and residency, such as health and safety recommendations, finances, visas, and common cultural norms;
 - Pre-departure orientation sessions and communications outlining program guidelines, policies, and procedures;
- Monitor changes in international travel guidelines/restrictions and real-time news information potentially affecting safety and welfare of students traveling abroad and implementing emergency notification system as required. Serves as on-call administrator for students, faculty, and staff abroad;
- Manages and executes scholarships in conjunction with Committee for Global Learning and Director of JanTerm.
- Works with Financial Aid to develop student budgets for semester study abroad.
- Works with Business Office on budget reconciliations, travel contracts, travel advances, and supplies purchases for all travel JanTerms, including domestic trips.
- Collaborates with and supports various college departments to enhance and implement vision for global education program and global awareness;

- Provide budget management support to JanTerm program and Faculty director, including budget proposals, audits, and reconciliations and scholarship coordination;
- Assists Director of Assessment and Global Learning Committee with data for international academic program assessment;

Other Job Function Statement(s)

- Actively participate in professional development regarding updates in international education;
- Maintain study abroad social media presence;
- Advise prospective members of the study abroad honor society, Phi Beta Delta;
- Other Duties as assigned

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Minimum: Bachelor's degree from an accredited college or university.

Desired: Master's degree in related field preferred. Three years' related experience working with both placing American students abroad and international students studying in the U.S.; experience with semester-long study abroad programs, providers, foreign universities, and study abroad consortiums world-wide; experience with faculty-led, short-term study abroad management and implementation; experience in disciplines with high concentration of international focus; and experience with scholarships in study abroad.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) (N/A)

SKILLS (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to the extent required to effectively perform the essential functions;
- communicate effectively using a variety of styles, techniques, and media appropriate to the audience.
- analyze and solve basic to advanced level problems.
- interpret complex or ambiguous policies, rules, laws, or regulations.
- organize work or assigned projects.

ABILITIES (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:

- Maintain confidential records and information as appropriate and exhibit and apply knowledge of FERPA compliance laws.
- interact in an effective and appropriate manner with diverse populations, the college community, and the public.
- demonstrate a strong commitment to the values of global education.
- have sound knowledge of student development and international issues.

- work evenings and weekends as required.
- attend workshops, meetings, or conferences in or out of town.
- work independently with little supervision.
- balance multiple projects and unstructured tasks within deadlines.
- work under pressure while maintaining a professional demeanor.
- recognize change in laws, rules, and/or regulations that could impact departmental, division, or college operations.
- acquire and apply new knowledge through personal development, research, on the job experience, training or education.
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects;
- maintain regular and consistent attendance;
- maintain professionalism at all times, to include behavior and attire.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the following must be demonstrated:

- Independence of Action/Initiative - Exercises good judgment in problem solving and decision making;
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers;
- Resourcefulness/Creativity - Presents a variety of options to fulfill job responsibilities and meet workplace objectives;
- Communication Skills - Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions;
- Teamwork - Works effectively with other employees. Offers help when needed.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Typical office environment.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____