**Coordinator of Programs and Services for Students in Transition**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Academic Skills Center</th>
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</thead>
<tbody>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
</tr>
<tr>
<td>Grade/Level:</td>
<td>N/A</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>M-F, 8:30 a.m.-5:00 p.m.; Evening and weekend work as required. 11 month.</td>
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<tr>
<td>Job Status:</td>
<td>1.0 FTE</td>
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<td>Reports To:</td>
<td>Director of Academic Skills Center</td>
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<tr>
<td>Amount of Travel Required:</td>
<td>&lt;10%</td>
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<tr>
<td>Positions Supervised:</td>
<td>Work study staff and transfer leader volunteers</td>
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</tbody>
</table>

**POSITION SUMMARY:**
Under general supervision, manages services, programs, and related events for transfer, international, and/or assigned students and their transition processes. Utilizes group and/or individual strategies to monitor and assist student progress socially, academically, and personally. Serves as primary advisor for designated student sub-populations. Performs essential functions personally or in conjunction with designated personnel and or outside vendors/experts.

**ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

**Reasonable Accommodations Statement**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

**Essential Functions Statement(s)**
- Develops, facilitates, coordinates, and assesses student success programming in collaboration with the Academic Skills Center team to include intervention strategies for international, transfer, and designated student populations and follows up regularly to ensure their success and retention;
- Develops, coordinates and/or leads orientation and campus assimilation events, workshops, and programming for international and transfer students;
- Liaison with Registrar and designated officials to international students regarding SEVIS rules and rules/regulations pertaining to F-1 status;
- Coordinates holiday accommodations, such as extended dorm accommodations, meals, and social programming, as well as assist with year-round transportation arrangements and referral to other on and off campus services for international students;
- Assists Academic Skills Center team with development and presentation of workshops, information sessions, sponsored group activities, and other intentional programming.

**Other Job Function Statement(s)**
- Assists international students with navigating processes of applying for a Social Security Number and/or Driver's License;
- Recruits, supervises, and trains transfer leader volunteers;
- Updates and maintains related website and social media presence;
- Participates as member of the student intervention team and related efforts and assists with management of Academic Skills Center;
- Performs 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 four year college or university. Two years of experience working with college students.

Desired: Experience working with international students.

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

To fully meet job expectations, an individual must:
- effectively and efficiently utilize appropriate software social media platforms, Microsoft Office (Word, Excel, Outlook) or any other software;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

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

To fully meet job expectations, an individual must have the ability to:
- work evenings and weekends;
- present and maintain a valid driver’s license;
- organize and prioritize work to meet deadlines;
- 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;
- maintain confidentiality regarding sensitive matters;
- work with all levels of staff, faculty and third parties in a collegial and effective manner;
- make objective decisions in a timely and effective fashion;
- demonstrate enthusiasm and commitment to the goals of the college;
- achieve expected results while encouraging cohorts to do the same;
- model high standards of honesty, integrity, trust, and ethical behavior.

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/constituents.
- 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 should 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. May occasionally work outdoors in preparation for and attendance of special events.

**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: __________________