



COLLEGE INTERNATIONAL EDUCATION COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	64	07/01/2017	Classified	1 of 3

DEFINITION

To 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.

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:

- Provides information on programs and college services for international students.
- Develops and maintains applicable files and records and prepare necessary reports for audit and validation purposes.
- Develops and maintains a network of community referrals for housing and cultural events.
- Refers international students to appropriate college support services, such as vocational education, tutoring, counseling, orientation, admissions, matriculation, instruction, and public information.
- Evaluates international student application packets.
- Acts as program liaison with the Department of Homeland Security (DHS) and United States Customs and Immigration Services (USCIS); tracks students to ensure that they are complying with college and INS guidelines.
- Maintains communication with community agencies dealing with international student needs and issues.
- Attends meetings, serves on committees, and coordinates special advisory committees, as needed, to represent the college and its programs for international students.
- Develops and coordinates workshops in cooperation with college personnel, as needed.
- Develops, administers, and monitors the various college programs and special events aimed at the needs of international students in the community.
- Develops, administers, and monitors the associated budgets for those programs and events.
- Serves as a liaison between the college and District Office regarding international student issues.
- Trains and supervises hourly-classified employees and student assistants.
- Identifies and recruits students who would benefit from the colleges services for international students.
- Develops and implements outreach and promotional activities as needed in cooperation with college services for these programs.



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- Provides recruiting materials and related services as needed to agencies, schools and other resources in conjunction with the District International Education Coordinator.
- Coordinates activities in conjunction with the International Education Center (IEC) for international students.
- Provides in-service training programs for faculty and staff to address the special needs of international students.
- Develops and implements 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.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Educational admissions policies and procedures.
- College and community resources for international students.
- Department of Homeland Security (DHS) and United States Customs and Immigration Services (USCIS) requirements.
- Federal rules and regulations pertaining to the admission and enrollment of international students.
- General principles and practices of supervision.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- Develop, administer, and monitor a program budget.
- Develop, coordinate and implement student outreach programs and activities.
- Understand and carry out verbal or written instructions in an independent manner.
- Identify and obtain resources and other needed programs and services to meet students' academic and vocational needs and objectives.
- Keyboard with accuracy.
- 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.
- Serve as a liaison between students and community or college agencies and services.
- Communicate effectively, both orally and in writing and prepare clear and concise technical and statistical reports.
- Establish and maintain effective working relationships with those contacted in the course of performing required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability,



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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 all of the following: Working with Department of Homeland Security (DHS) and United States Customs and Immigration Services (USCIS) regulations AND Developing and/or coordinating educational or training programs or related experiences 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.

Adopted: 07/01/17