



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, INTERNATIONAL STUDENT PROGRAM	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under direction, coordinates the international student recruitment and outreach activities on behalf of the District; represents District programs and services to prospective international students, parents, high school counselors, advisors, and other partners domestically and internationally.

SCOPE:

The Coordinator, International Student Program performs a broad range of duties to increase the international student population and providing a comprehensive system of service delivery that is responsive to both international students and the needs of the SRJC community.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops and coordinates international student recruitment and outreach strategies, including communication with prospective, current and former students, SRJC employees, agents, and U.S. and non-U.S. higher education institutions and high schools, and other organizations likely to be viable sources of international students.
2. Attends and actively participates in international student recruitment events; composes and gives presentations locally and internationally to individuals or large groups regarding programs and services at SRJC.
3. Actively pursues opportunities to host agents, schools, and prospective students and their parents on the SRJC campus; actively participates in the coordination and implementation of such events.
4. Develops and coordinates relationships and pathways with key transfer colleges and universities.
5. Cultivates and maintains positive working relationships and serves as point of contact for agents, advisors and counselors; assists with promoting SRJC; communicates directly and regularly with current, past, and prospective agents, advisors, and counselors to ascertain how they can best recruit students for SRJC.
6. Monitors agent performance to ensure provision of accurate information to students and others and adheres to ethical practice governing recruiting and counseling students.
7. Oversees the creation and distribution of a partner newsletter.
8. Reviews and analyzes demographic trends for student inquiries, new applications, and enrollments; prepares written materials and reports.
9. Serves as a Designated School Official (DSO) approved by DHS to issue immigration documents and grant immigration benefits to students in F-1 visa status.
10. Advises and assists international students regarding all admissions requirements and non-immigrant compliance issues, such as visa adjustments, employment, travel, and re-entry into the country.
11. Participates in the New Student Orientations and other activities related to international students; works collaboratively to plan programs that enhance international education at SRJC.
12. May supervise and train student, and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently with minimum supervision; develop effective recruitment programs, plan and give presentations to individuals and groups, understand the needs of and work effectively in a multicultural environment, interpret and explain complex federal regulations as they apply to F-1 student visa holders; remain current on market trends by attending regional/national conferences/events and/or seminars, following list serves, reading international student publications, communicating with colleagues and competitors; cultivate and maintain cooperative working relationships; effectively use technologies necessary for presentations and other standard computer software; effectively communicate in English, both orally and in writing (bilingual in at least one other language preferred).

KNOWLEDGE OF:

Recruitment and marketing techniques related to higher education opportunities for international students; Federal regulations governing non-immigrant students; District policies and procedures; standard office productivity software.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

A Bachelor's degree.

Experience:

Increasingly responsible experience providing international student services and prior experience coordinating outreach programs.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Position requires frequent travel domestically and internationally. Ability to work variable hours as needed for program. Ability to secure passport for international travel. Must be a U.S. citizen or permanent resident. Ability to lift up to 50 lbs. unassisted.