



Job Classification Description

INTERNATIONAL STUDENT RESOURCE COORDINATOR/CSC VSC UP – PAT Bargaining Unit

**Grade 10
Exempt**

BASIC FUNCTION

Serve as the primary resource person for incoming international students and outgoing study abroad students. Duties include separate components of international student acclimation and support and recruitment of international students and study abroad students.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Student Support Duties:
 - Initial reception and general acclimation of incoming students including picking up airport, shopping for personal needs, securing necessary documents such as, but not limited to, visa, driver's license, social security.
 - Schedule seasonal local cultural events for students to participate in.
 - Sponsor cultural events on campus that highlight student's origin culture.
 - Assist with personal planning and provide options for students time away from campus during college breaks.
 - Serve as a liaison with other international student resource people on and off campus. Serve on college committees as appropriate. Confer with college administrators, faculty, staff and students and local community members and agencies on programs, activities and opportunities for the students.
- Student Recruiting Duties:
 - Develop appropriate admissions and promotional materials utilizing a wide array of media means.
 - Work with Admissions on recruiting international students, with some travel possible. Meet and follow up with all international student inquiries.
 - Establish data base and track college's students who are residing off campus internationally and international students living on campus
 - Organize annual study abroad fairs and information sessions on campus.
- Attend national and local conferences of NAFSA.
- Coordinate and schedule sessions for faculty on advising international students and advising our students on what is available for international study.
- Perform other duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Dean of Enrollment.

MINIMUM QUALIFICATIONS

Bachelor's degree in international studies, foreign languages, education or other appropriate discipline, plus one to three years relevant experience in, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong and varied technical skills in computer applications and programs.
- Broad base of knowledge and skills related to international studies, education and programs available to college students.
- Knowledge of international travel and residence regulations; ability to work with officials in securing appropriate documentation as needed.
- Excellent interpersonal skills.
- Ability to deal effectively with a wide range of College students, personnel, as well as facilities users and others outside the college.
- Flexible schedule including weekend and evening hours is required.
- Ability to travel including driving, flying and other modes of transportation.
- Valid driver's license and College fleet license.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.