

INTERNATIONAL STUDENT COORDINATOR

JOB DESCRIPTION - CLASSIFIED

POSITION OVERVIEW

This position reports to the designated manager/administrator. Serves as liaison within the college and with external local and international agencies relative to the International Student Program. This class provides training for staff and educational consultants; provides work direction to student assistants. Under general direction, plan, coordinate, and implement student programs and services of the International Student Program Office; assure compliance with government regulations; advise international students regarding immigration regulations, policies and procedures; develop and implement college policies regarding foreign students; serves as District Liaison with the US Department of Homeland Security; coordinate policies of admission and retention of foreign students. Process and monitor international student applications, enrollment, and registration; lead, organize and implement orientations. Perform other related duties as required or assigned.

REPRESENTATIVE DUTIES

- 1) Plan, coordinate and implement programs and services for international students including admissions, enrollment, immigration, orientation, housing, health insurance, social activities, monitoring academic progress, and retention of international students.
- 2) Coordinate international student health insurance.
- 3) Assist with the operations of the English Language Program/Academy including the recruitment and outreach to English language schools, high schools, and global recruitment for international students district wide.
- 4) Prepare and update advertisements, literature, promotional products, social media accounts, and web page.
- 5) Identify target markets and track web responses for admissions.
- 6) Serve as a liaison with language schools, faculty and other student service areas.
- 7) Coordinates the International Festival, International Club, and other special student activities such as orientation, cultural and holiday events, and field trips.
- 8) Administer the International Student Alumni Association for outreach and possible fund raising.
- 9) Process and submit invoices from international educational agents and others, purchase orders and refunds.
- 10) Coordinate and prepare budgets for the program.
- 11) Develop procedures for the retention of international students.
- 12) Monitor student progress to ensure students achieve academic success and subsequent retention in college.
- 13) Monitor student F-1 visa status.
- 14) Maintain a tracking system for effective record keeping, monitoring of student college and Student & Exchange Visitor Information system (SEVIS) files, project activities and program outcomes.
- 15) Stays abreast of the current rules and regulations set by the Department of Homeland Security.
- 16) Process a variety of forms and applications related to F-1 international students such as I-20 form, program extensions, transfers, optional practical training, change of status, reinstatement, and other related matters.
- 17) Review and evaluate applications for eligibility, verify financial documentation and other supporting documents.
- 18) Create and update admission acceptance letters; maintain applications and admission database; create admission reports.
- 19) Mediate and resolve conflicts with students, presenters, college personnel, and vendors.
- 20) train and direct short-term employees and student assistants.
- 21) Write comprehensive reports pertaining to program goals, achievements, and evaluations; Board of Trustees docket items; present oral reports and charts regarding technical and strategic aspects of the program for Federal, State, and/or District.
- 22) Represent the International Student Program at local and international events.

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JOB DESCRIPTION – CLASSIFIED (CONTINUED)

KNOWLEDGE AND ABILITIES

Knowledge of:

- 1) State and Federal regulations related to F-1 visa students.
- 2) Immigration regulations, policies, and procedures; techniques involved in the processing of international student applications and related student registration activities.
- 3) Operation of computer and assigned software.
- 4) Principles of public contact and public relations.

Ability to:

- 1) Train, and direct the work of a diverse staff.
- 2) Develop, implement, and coordinate student support services and programs.
- 3) Establish and maintain effective relationships with a diverse academic socio-economic, ethnic, religious, gender identity, disability, and sexual orientation community of students, faculty, and staff; communicate effectively.
- 4) Interpret and explain college, State, and Federal laws, procedures, policies and regulations, and execute programmatic responsibilities.
- 5) Provide direct support services to students; coordinate complex activities, projects and timelines.
- 6) Meet schedules and timelines; complete work with many interruptions.
- 7) Compile, assemble, verify, and prepare data for records and files.
- 8) Conduct oral presentations.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of training, education and experience equivalent to a Bachelor's Degree and one year of experience working with F-1 international students and other students from diverse cultural, economic, and linguistic backgrounds; and one year of experience involving statistical and record-keeping and frequent public contact.

Other:

- 1) Valid California Motor Vehicle License
- 2) Serve the College as a Designated School Official (DSO) or Principal Designated School Official (PDSO) according to established Homeland Security policies and the Student and Exchange Visitor Program certification. In accordance with Department of Homeland Security regulations, these designations require US Citizenship or legal permanent resident status.

Board Approved: September 12, 2022