

**SENIOR COORDINATOR - INTERNATIONAL STUDENT PROGRAM**

**DEFINITION**

The Senior Coordinator of International Student Program is responsible for performing a variety of duties related to the college International Student Program and serves as the Primary Designated School Official with responsibility for maintaining compliance with Department of Justice and Department of Homeland Security regulations regarding admissions, monitoring, advising and reporting of F-1 visa students.

**SUPERVISION RECEIVED AND EXERCISED**

The incumbent reports to the Vice President of College Services or designee, and may lead classified staff and supervise student workers.

**EXAMPLES OF DUTIES**

Coordinate the admission of international students, including use of the Student and Exchange Visitor Information System (SEVIS) to maintain accurate records and compliance with mandated immigration regulations; explain, interpret, and apply immigration regulations relating to international students; prepare and maintain detailed and comprehensive reports, records and files regarding students and program activities.

Monitor all aspects of SEVIS compliance including such functions as work authorizations, reinstatements, change of status, transfer procedures, and updates.

Assist in the marketing of the International Student Program by serving as a liaison to area language programs and represents the college to community organizations, schools, agencies, and embassies.

Design and deliver oral presentations; conducts workshops and meetings designed for international students including orientation, immigration information, and other program events.

Provide training and immigration updates regarding current immigration regulations affecting F-1 visa students to the Designated School Officials.

## **EXAMPLES OF DUTIES (Continued)**

Provide assistance and information to international students regarding support services, including acculturation programs, housing resources, F-1 employment resources, and health insurance coverage; monitors compliance with nonresident requirements for international students who seek employment with the college.

Attend meetings as required; serve on committees and special projects as assigned; coordinate program operations with other campus programs and services as needed.

Maintain inventory of program applications, brochures and materials.

Apply technologies (e.g. computer software applications) as necessary to perform duties in an efficient and organized manner.

Compile and evaluate data relevant to the program, report and maintain records regarding program effectiveness.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

California Education Code and Title 5 requirements relating to admission of international students.

International Student Program purpose, strategies and techniques to achieve goals.

Planning, organizing and coordinating activities related to program.

Computer technology literacy with software related to program.

Student and Exchange Visitor Information System (SEVIS) and immigration regulations and compliance issues.

Public relations; workshop and group facilitation techniques.

Effective dialogue and communication in a multi-cultural, multi-ethnic environment.

Proper distribution of program literature and materials.

Report writing and statistical analysis.

## **QUALIFICATIONS (Continued)**

Related student services functions and resources.

### **Ability to:**

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Plan, organize, and prioritize work and meet schedules and timelines.

Work independently with minimal direction.

Prepare and deliver oral presentations and reports and demonstrate effective communication skills.

Represent Glendale Community College within the parameters of established guidelines.

Work effectively with diverse populations.

Establish and maintain effective working relationships with others.

Interpret statistics, conduct research, write reports, and maintain records and files.

Train and provide work directions to others.

## **EMPLOYMENT STANDARDS**

### **Minimum Requirements:**

#### **Education:**

Bachelor's of Arts or Bachelor's of Science degree from an accredited college or University in Counseling, Public Administration, or other educational programs directly related to the duties to be performed.

#### **Experience:**

Technical experience in state and federal student assistance or student services programs in a college environment or other work directly related to the specific duties to be performed. This experience must include at least three years of paid experience.

## **EMPLOYMENT STANDARDS (Continued)**

### **Licenses:**

Valid California driver license.

### **Desirable Requirements:**

Fluency in a language other than English.

Master's degree from an accredited college or university.

Three to five years experience in International Education.