

PALOMAR COMMUNITY COLLEGE DISTRICT

COORDINATOR, INTERNATIONAL EDUCATION

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Perform a variety of administrative duties supporting the admission and academic advising of international student to the College and communicate on behalf of students and the College with federal and state officials.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Director of Enrollment Services and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Service as a Designated School Official for the District and as the Principal Designated School Official for the California English School and assume responsibility for admitting non-immigrant students on student visas.
2. Receive and review international student applications; determine admissibility of international students; interpret foreign secondary school transcripts and credentials.
3. Collect, evaluate and/or endorse a variety of Department of Homeland Security (DHS) forms; determine and endorse eligibility to transfer to other DHS approved institutions.
4. Attend and participate in meetings with Department of Homeland Security officials and other colleges; remain current on immigration issues and changes to regulations and policies.
5. Coordinate outreach program to prospective international students; prepare and send District information to prospective international students; prepare and send required immigration documents to international students.
6. Advise new and continuing international students; answer inquiries regarding GPA, units, health insurance and other issues; inform students of changes in pertinent DHS, Department of State, Social Security, U.S. Treasury and Department of Motor Vehicle regulations; monitor the academic progress of all international students.
7. Refer international students to appropriate on and off campus offices and resources as required.
8. Work closely with other District departments; assist various District departments with immigration and foreign student issues; promoted the study abroad programs.

PALOMAR COMMUNITY COLLEGE DISTRICT
Coordinator, International Education (*Continued*)

9. Serve as the Study Abroad Coordinator for Southern California Foothills Consortium and recruit students and faculty for semester abroad programs; receive and review application forms and determine the academic eligibility of students to participate in the semester abroad programs.
10. Supervise assigned staff; monitor work flow; review and evaluated work products, methods and procedures.
11. Perform various office management functions; maintain publications for international students.
12. Identify opportunities for improving service delivery methods and procedures; identify resource needs; implement improvements.
13. Represent the District among international educational organizations; attend various educational fairs to promote the District.
14. Perform other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- District policies, procedures and practices regarding international student admissions.
- Pertinent Department of State, Social Security, U.S. Treasury and Homeland Security regulations and procedures.
- Methods and techniques of international student advising.
- Principles and practices used in determining international student eligibility.
- Principles and practices of record keeping.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.
- Other pertinent federal, state and local codes, laws and regulations.

Ability to:

- Manage day-to-day operation of international education programs.
- Receive and review international student applications; admit non-immigrant students on student visas.
- Determine admission status of international students.
- Collect, evaluate and/or endorse a variety of DHS forms; communicate with DHS officials on behalf of the District and students.
- Advise international students on District policies, procedures and practices and monitor academic progress.

PALOMAR COMMUNITY COLLEGE DISTRICT
Coordinator, International Education (*Continued*)

Ability to:

- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Three years student services experience in a community college setting including one year of administrative and supervisory responsibility.

Education/Training:

Equivalent to an Associate's degree from an accredited college or university with major coursework in international studies, social science or a related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time. Must be able to travel to out-of-state conferences and abroad for outreach program.