

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**Classification Title: Coordinator, International Education**

**Department: International Education**

**FLSA Status: Exempt**

**Staff Category: Administrative Association (Classified Administrator)**

**Salary Range: 50**

**Supervision Received From: Director, Enrollment Services**

**Original Date: July, 2012**

**Supervision Given: Classified Staff in International Education**

**Last Revision: July, 2012**

*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.*

**JOB SUMMARY.**

Responsible for performing a variety of duties in support of the admission and academic advising of international students, including serving as the Designated School Official for the College, coordinating the international student outreach program, recruiting and admitting international students, advising new and continuing international students, and serving as the Study Abroad Coordinator.

**DISTINGUISHING CHARACTERISTICS.**

The Coordinator, International Students is a stand-alone classification and is distinguished from other Student Services classes by its responsibility for coordinating the daily activities of the International Student Program.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.** Essential responsibilities and duties may include, but are not limited to, the following:

1. Serves as a Designated School Official for the District and as the Principal Designated School Official for the California English School and assumes responsibility for admitting non-immigrant students on student visas.
2. Collects, evaluates and/or endorses a variety of Department of Homeland Security (DHS) forms; determines and endorses eligibility to transfer to other DHS-approved institutions.
3. Attends and participates in meetings with Department of Homeland Security officials and other colleges; remains current on immigration issues and changes to regulations and policies.
4. Coordinates the outreach program for prospective international students; prepares and sends District information to prospective international students; prepares and sends required immigration documents to international students.
5. Represents the District among international educational organizations; attends a variety of educational fairs to promote the District; organizes study tours for international visitors to promote internationalization of the District.

6. Develops, documents, prepares, and maintains a variety of statistical and analytical reports.
7. Recommends, drafts, prepares, and assists in the implementation of departmental goals, objectives, policies, and procedures.
8. Advises new and continuing international students; answers inquiries regarding grade point average, units, health insurance and other issues; informs students of changes in pertinent DHS, Department of State, Social Security, U.S. Treasury and Department of Motor Vehicle regulations; monitors the academic progress of all international students.
9. Develops and maintains a network of campus and community resources and listings associated with housing, cultural events, and/or other applicable areas in order to refer international students to appropriate on- and off-campus offices and resources as required.
10. Works closely with other District departments; assists various District departments with immigration and foreign student issues; promotes study abroad programs.
11. Serves as the Study Abroad Coordinator for the Southern California Foothills Consortium and recruits students for semester abroad programs; receives and reviews application forms and determines the academic eligibility of students to participate in the semester abroad programs.
12. Supervise assigned staff; monitors work flow; reviews and evaluates work products, methods, and procedures; performs various office management functions; maintains publications for international students.
13. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; implements improvements.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

1. Applicable policies, procedures, and practices regarding international student admissions.
2. Pertinent Department of State, Social Security, U.S. Treasury and Homeland Security regulations and procedures.
3. Methods and techniques of international student advising.
4. Principles and practices used in determining international student eligibility.
5. Principles and practices of recordkeeping.
6. Basic budgeting principles.

7. Modern office equipment.
8. Community college organization, operations, policies, and objectives.
9. Applicable Federal, State and local codes, laws and regulations.

**Skill in:**

1. Coordinating and supervising the day-to-day operations of an international education program.
2. Receiving and reviewing international student applications.
3. Determining admission status of international students.
4. Collecting, evaluating, and/or endorsing a variety of DHS forms.
5. Advising international students on District policies, procedures, and practices and monitoring academic progress.
6. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
7. Communicating clearly and concisely, both orally and in writing.
8. Establishing and maintaining cooperative and effective working relationships with others.
9. Mediating difficult and/or hostile situations with international students.
10. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
11. Compiling and organizing data from a variety of sources.
12. Maintaining accurate and complete records.
13. Maintaining confidentiality and exercising discretion.

**Experience and Training Guidelines:**

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

**Experience:**

Three years of student services experience, including one year of experience working with international students.

**Education/Training:**

Bachelor's degree in social science or a related field.

**License and/or Certificate:**

Possession of, or ability to obtain, a 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 for ambulating for extended periods of time and performing required duties. Must be able to travel to out-of-state conferences and abroad for outreach program.