

TITLE: Project Coordinator, Educational Outreach
and International Programs **SALARY**
SCHEDULE: B **CLASS**
CODE: PE366

UNION: P&A - Local 1979, U.A.W. **SALAR**
GRADE: 12 **EEO**
CODE: 10

FLSA: Exempt **E-CLASS:** PE

POSITION PURPOSE

This position will provide project coordination and support services to the Office of International Programs and the Educational Outreach division. Under the direction of the Office of the Associate Vice President for Educational Outreach and International Programs, this position will act as the primary point of contact for prospective international students and for sponsored international students once enrolled. This position will also help coordinate international student programming and will assist with the promotion of study abroad opportunities to domestic students. In Educational Outreach, this position will help coordinate special events and provide needed logistical, promotional and web support as needed.

ESSENTIAL JOB FUNCTIONS

Act as initial point of contact for sponsored students during the application process and once enrolled. Coordinate outreach efforts to sponsored international students: communicate with new applicants, admitted and current students, develop welcome materials, assist students in navigating on-campus units – housing, advising, activities, etc. Represent the Office of International Programs (OIP) at meetings with student life staff.

Manage communications with potential international applicants when leads are generated through marketing or recruitment activities. Work with Enrollment Management and Customer Relationship Management (CRM) staff to develop appropriate messaging. Respond to questions from potential students. Work with undergraduate and graduate admissions officers and English Language Institute (ELI) staff to guide applicants through to enrollment.

Develop programming and communications for international students. Coordinate and promote the social activities for international students scheduled by the English Language Institute, Office of International Students and Scholars, Office of Study Abroad, and Dean of Students Office.

Advise senior staff in the Office of International Programs regarding opportunities for international student recruitment and programming on campus. Help promote study abroad opportunities to domestic students . Assist with the expansion of study abroad opportunities.

Coordinate marketing efforts, special events and activities at the extension centers and with the Transfer

Student Success Center when needed.

Assist with website content and other marketing materials in both International Programs and Educational Outreach.

Other Duties as assigned

ADDITIONAL COMMENTS

This classification is designed to provide student services support to prospective and enrolled international students.

Areas of support include providing welcome materials and onboarding support, including assisting students with navigating the orientation, registration, and housing processes.. This position will also assist with marketing and promoting events and outreach activities through social media and other communication tools. Work activities demand the application of diversified procedures and specialized standards to situations requiring a search for solutions and new applications of these procedures and standards. This position receives work from a Program Manager.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university or an equivalent combination of education and or experience. A major in international studies, business, the social sciences, public relations or communications preferred.

Some program/project management experience preferred

Some knowledge of University policies and procedures preferred.

Ability to communicate effectively with others.

Experience with international travel and cultures required.

Strong analytic and problem solving skills

Experience working with college students and persons from diverse backgrounds.