

496 INTERNATIONAL STUDENT PROGRAM COORDINATOR

Identifying Information

Position Title:	International Student Program Coordinator
Classification Title:	International Student Program
Department:	Central Office
Reports to:	Director Of Technology, Learning and Facilities
Position Supervises:	Short Term International Program Coordinator / Homestay Coordinator and International Student Program Assistant

Position Summary

This position works collaboratively as part of the International Student (IS) team to manage, coordinate and implement all aspects of the international student program.

Qualifications and Experience:

1. Extensive knowledge of the international student program, cultural awareness and homestay procedures.
2. Familiarity with schools and public education.
3. Positive interpersonal and communication skills including conflict resolution.
4. Ability to work in a team and maintain positive relationships.
5. Ability to network and establish and maintain relationships with the local community.
6. Marketing experience would be an asset.
7. Computer skills and experience in Google Suite and Applications (such as team drives, docs, slides, sheets, etc), internet use and ability to easily learn online database management/ knowledge of True North (or similar database).
8. Familiarity with MailChimp, Survey Monkey, Doodle Poll or similar.

9. Outstanding organizational skills with demonstrated proficiency in multi-tasking, working within tight timelines and working under pressure with conflicting priorities.
10. A positive high-energy approach to new challenges.
11. Must have a driver's license and reliable transportation.

Duties and Responsibilities

The duties and responsibilities of this position are comprised of two main areas:

1. Oversee and coordinate all aspects of both the short and long term International Student Program including but not limited to:
 - a. Marketing
 - b. Budgeting
 - c. Recruitment of staff, homestay parents and students
 - d. Personnel management
 - e. Record Keeping
 - f. Placement of students in homes and school programs
 - g. Networking with International Student agents and other International student programs
 - h. Coordinating and supporting travel arrangements for staff and students
 - i. Short term and long term program development and implementation
 - j. Develop and implement robust programming to support student engagement in the community, with other students and their host families
 - k. Problem solving/conflict resolution
 - l. Other duties as assigned by the Superintendent or Director of Technology, Learning and Facilities

References

History

Developed: September 2020