

Coordinator, International Programs

FLSA Status: Exempt

Pay Grade: 15

Job Title ID: 20552

Job Series/Job Family: Workforce Education & Business Development Series / International Programs Family

Reports To

Director, International Programs

Job Purpose

To organize, coordinate, and advise students, staff, and faculty on international education opportunities, including study abroad and provide support for special projects and international partnership development.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates, organizes, and supports ACC faculty-led study abroad programs.
2. Coordinates, organizes, and supports college and community activities that promote ACC faculty-led study abroad programs.
3. Develops multi-media promotional materials related to ACC faculty-led study abroad programs and other programs.
4. Coordinates and implements annual multi-media marketing and outreach campaign for ACC faculty-led study abroad programs and other programs in collaboration with Public Information and College Marketing.
5. Coordinates, organizes, and supports international student recruitment program in collaboration with International Students Office.
6. Coordinates, organizes, and supports International Visiting Scholar Program.
7. Coordinates, organizes, and supports incoming and outgoing international delegation visits.
8. Coordinates and implements ACC obligations under Congress-Bundestag Youth Exchange for Young Professionals (CBYX) program.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- International work or study experience.
- Use of program management models and tools.
- Basic accounting and resource management principles.
- Basic planning and organizing principles, practices, and methods.
- Basic marketing principles.
- Multi-media design principles and use of design software.
- Cultural competency.
- Grant application and administration procedures.
- Supervisory principles, practices, and methods.
- Event planning and organization concepts.

Preferred

- Community College or higher education structure, programs, and services.
- Faculty and student exchange/study abroad programs.

- Basic supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, including some evenings and/or weekends.
- Developing promotional materials to include posters, fliers, brochures, push cards for ACC sponsored study abroad programs.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- .Program coordinating skills including those associated with budget and resource management.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Working with individuals from different cultures
- Organizing events for students, faculty, staff, and community that promote ACC sponsored study abroad programs.

Computer Skills

Required

- - Demonstrated proficiency in use of social media and design software for promoting programs and events.
- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years related work experience in an internationally focused environment.

Preferred

- Two years work experience in an internationally focused environment coordinating educational programs.

Education

Required

- Bachelor's degree.

Other

Required

- Reliable transportation for local area travel.

Preferred

- Proficiency in one or more foreign languages.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.