CERRITOS COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

CLASSIFICATION: Coordinator of International Student Services   APPROVAL DATE: 12/13/95

GRADE: 17 (Management Salary Schedule)

DEFINITION

Under general direction of the Dean of Counseling Services, manages the daily operation of the International Students Program; assists in development of program objectives, policies, and procedures; assists in budget planning, and preparation; plans and implements recruiting strategies and marketing materials; verifies the visa and immigration status of the international students; directs support staff, as required to oversee the International Students Program.

DUTIES AND RESPONSIBILITIES

1. Assists in development of program objectives, policies, and procedures for the International Students Program.

2. Conducts workshops and meetings designed for international students' success at Cerritos academically and in their career development.

3. Conducts periodic meetings with staff responsible to assist the international students at the college.

4. Supervises the intake function and otherwise insures that students are assisted, when needed, with application and immigration paperwork, scheduling of academic counseling, registration, and other related enrollment procedures.

5. Plans, develops, and manages an International Students Program budget.

6. Organizes, schedules, and conducts, in conjunction with Counseling Division, international student orientations.

7. Keeps abreast of immigration rules and regulations as they apply to international students.

8. In conjunction with Student Activities, supervises the implementation of housing assistance for international students; maintains contacts with social groups, churches, and other community groups and individuals; assists with home stay arrangements and apartment rentals; monitors and periodically evaluates progress of housing program.

9. Assists with international student academic advisement; confers with Administrative Dean of Counseling in assessing the scheduling of international student counseling.

10. Confers with the Assessment Center Director in coordinating the scheduling of English, math and reading placement tests for the foreign students.
11. Maintains up to-date statistics and prepares reports of international students program, such as reports on number of students, country of origin, class enrollment, fees paid, and semester attendance.

12. Facilitates the coordination of activities and events between Student Activities and the International Students Program.

13. Recruits international students by representing Cerritos College with local communities, organizations and schools, agencies and embassies in the United States and abroad.

14. Coordinates the marketing and outreach programs for the Cerritos College International Students Program.

15. Develops recruitment materials in both print and electronic form.

16. Responsible for and/or assists in the selection, employment, supervision, evaluation, and payroll certification of assigned personnel.

17. Performs other related duties as assigned.

QUALIFICATIONS

1. Bachelor's degree from an accredited college or university required. Master's degree preferred.

2. Minimum of three years of successful relevant experience working with international education programs including implementation and evaluation of recruitment strategies.

3. Demonstrated administrative experience required.

4. Knowledge and understanding of the philosophy and objectives of the community college.

5. Demonstrated ability to work effectively with community organizations and schools as well as deal effectively with representatives from the Immigration Naturalization Service, embassies, and foreign consulates.

6. Personal characteristics that ensure effective working relationships with college, faculty, staff, students, and the public.

7. Demonstrated understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student and community populations.

8. Ability to effectively communicate with staff, students, and the public (both orally and in writing).