

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CENTER FOR INTERNATIONAL STUDIES PROGRAM, FACULTY COORDINATOR

BASIC FUNCTION:

Under the direction and leadership of the Vice President of Student Affairs, plan, organize, and coordinate activities related to the International Studies Program; coordinate with District administration and faculty to develop and expand projects that address the District's goals toward educational globalization, study abroad, scholarly exchanges, and international student recruitment.

REPRESENTATIVE DUTIES:

Consult with Vice President of Student Affairs in the development and coordination of International Studies Program activities, events, and projects; collaborate with administrators, faculty, and staff to develop and implement projects. *E*

Provide support and advisement to campus administrators in the area of prospective international opportunities introduced to the College. *E*

Support the development, approval, and implementation of curriculum as required. *E*

Coordinate activities related to international educational projects including site proposals, curriculum selection, faculty training, advertising/promotion, recruitment, enrollment, orientation, and follow-up activities. *E*

Establish and maintain partnerships with other national and international institutions, local community organizations, businesses, educational entities, and governmental agencies supporting the international education objectives of the College. *E*

Draft contracts, memoranda of understanding, and commitment documents between the College and partners to support the development of the College international education programs. *E*

Develop and coordinate a comprehensive marketing strategy to promote College international programs within the community college region. *E*

Work in collaboration with other Students Services areas to recruit and facilitate student participation in study abroad programs; work in collaboration with other Student Services areas to develop marketing strategies for the recruitment of international students. *E*

Coordinate activities and services with admissions, counseling, and financial aid program areas. *E*

Provide coordination of College in-bound programs including hospitality, program design, and implementation. *E*

Develop and maintain the Southwestern College International Studies Program web page. *E*

Participate in the preparation of necessary program evaluations, reports, and proposals. *E*

Pursue grants and other outside sources of funding in conjunction with the Grants Office and Institutional Advancement to improve and expand International Studies Program activities. *E*

Attend District meetings and off-campus meetings as required. *E*

Travel domestically and international as required. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of a college international education program.
District policies, procedures, and current educational programs.
Principles, practices, and methodologies used in the development of comprehensive marketing plans.
Principles, practices, methods, and processes used in the development and implementation of a targeted strategic plan.
Principles, practices, methods, and techniques of designing and implementing international education programs and projects.
Community college curriculum development and approval procedures.
Methods of leadership and management.
Principles and procedures of report preparation.
Methods and techniques of research, analysis, and decision making.
Pertinent federal, state, and local laws, codes, and regulations.
Modern office procedures, methods, and equipment including computers and applicable software applications.
Basic principles and practices used in the development and use of data base systems.
Technology used for international communications.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communications skills.

ABILITY TO:

Participate in directing and coordinating the services and activities of the International Studies Program.
Participate in the development, administration, and implementation of program goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Analyze curriculum and recommend modifications.
Maintain accurate and complete records and prepare clear and concise reports.
Exercise critical and independent judgment.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Conduct meetings and serve on committees.
Prioritize work to meet schedules and time lines.
Operate office equipment including computer equipment.
Effectively utilize applicable software applications including to use and develop data base systems utilizing data base software.
Work successfully with District faculty, administrators, and staff.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

MINIMUM QUALIFICATIONS: Any combination equivalent to: a Master's degree, or equivalent, or possess an appropriate California Community College Credential.

DESIRABLE QUALIFICATIONS: Some leadership experience in a related area.

Center for International Studies Program, Faculty Coordinator - Continued

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Considerable distractions and interruptions.

Domestic and international travel required; international travel will expose individual to various airport settings, lodging facilities, and modes of transportation not governed by American standards or regulations.

Work schedule includes occasional evenings and weekends.

Off-site meetings will require the use of a vehicle.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

Hearing and speaking to exchange information on the telephone or in person.

Sitting or standing for extended periods of time.

Seeing to read and verify data and prepare various materials.

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Johnson & Associates