



Position Title:	Program Manager	Job Code:	0703
Reports To:	Director	Job Group:	PEC
Department:	International Education	Salary Grade:	16
Prepared By/Date:	Eva Fernandez/07-01-2009	FLSA Status:	Exempt
Approved By/Date:	Philip Parkerson/07-01-2009		
Revised:	Jennifer C. Brito/8-4-2009		

Summary:

The Program Manager is responsible for the organization, management, planning, implementation, continues review and analysis of study abroad programs, faculty exchanges and international visits. This individual provides leadership and collaborates with faculty, deans, Students Services staff at foreign colleges and universities to promote and improve international programs. The students participating in the study abroad programs are increasing significantly, thus making this the only position dedicated to aid students with these programs.

Essential Duties and Responsibilities:

- Serves as principal liaison with the College Consortium for International Studies CCIS
- Oversees all aspects of MDC-CCIS programs including program and management, marketing, advising, evaluation and external relations
- Provides continuing support for the following: departure orientation, course grades, financial aid, re-entry support
- Assists in developing education abroad and exchange agreements and programs
- Coordinates all international program events hosted by MDC Office of International Education
- Advises students and assist with program selection, application programs and orientation
- Seeks outside financial support to provide scholarships for study abroad
- Assists in planning, development and implementation
- Serves on Campus and College-wide committees
- Promotes and facilitates Faculty and Staff international exchange programs
- Supervises as Alternate Responsible Officer for J1 visa program on SEVIS system
- Attends Study abroad conferences and College Fairs to promote our programs
- Manages budgets and several accounts
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Excellent planning and organization skills
- Ability to travel
- Knowledge of budget development and management
- Ability to nurture and mentor students
- Psychological skills to assist students while abroad and with re-entry
- Strong inter-personal skills
- Marketing and media skills for program promotion
- Strong written, oral and cross-cultural communications skills
- Computer literacy (Excel, Word, Power point, Internet, Messenger, Skype, etc)
- Knowledge of office systems, including MDC financial accounting system

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree in a related field with three (3) years of related experience and overseas background in Study Abroad or living experience overseas
- Knowledge of International Education systems, and International and US credentials evaluation
- International exposure to foreign cultures and fluency in at least one foreign language

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name