



Position Title: Part-Time International Student Program Coordinator

Job Code: 8104

Reports To: Director, Hospitality Management

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time International Student Program Coordinator is responsible for coordinating co-curricular and work activities of the international students on J1 visas.

Duties & Responsibilities:

- Coordinates student related activities as it relates to orientation, housing, transportation, field trips and special events.
- Provides information to students related to admission, registration, policies, special programs of study, and program requirements.
- Works with the Director to coordinate and document the activities of international students as it relates to J1 visa, work place, and class assignments.
- Prepares and disseminates documents, reports, and forms as it applies to the cohort of students their program of study, work, and program activities.
- Maintain detailed records as it related to each of visiting the in the cohort.
- Acts as a student service resource for the cohort if visiting students.
- Works with the Director of the Hospitality Management to plan and coordinate special events for students as necessary.
- Provides support and communication for the department to facilitate the students' educational process as it relates to:
 - Liaison with the MDC International Education Department.
 - Liaison with the MDC International Student Service Department.
 - Liaison with the MDC Community Education Department.
 - Liaison with faculty conducting S.T.A.R.T. classes for the cohort of visiting students.
 - Liaison with faculty conducting English classes for the cohort of visiting students.
- Communicates with the hotel HR staff at each property when students are participating in work-study, conducts site visits and writes site visit reports
- Attends all tutor trainings, required meetings, events and activities relating to visiting students on and off campus.
- Monitors student's progress and develops tools for measuring program activity and success, and participates in continuous improvement initiatives.
- Guides students to use the industry certification software and videos as necessary.
- Presents and explains the international education partnership program to prospective students.
- Recruits industry professionals and College faculty/staff to participate in program through guest presentations.
- Designs and implements a student mentoring system/"buddy" system.
- Designs and delivers student orientation program.
- Assists in acquiring College-required documents to ensure compliance with DS-2019 process and VISA process.
- Develops and executes seminars, workshops, and events to enhance the student experience and academic performance.
- Oversees and supervises a Part-Time Clerical Assistant.

- Performs other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree with three (3) years of experience.
- Experience in office work.
- Knowledge of the Hospitality Industry and some knowledge in working with international students.
- Knowledge and application of College policies and procedures that require independent judgment in determination of action to be taken.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name