THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, IEP (Spanish Unit)

DIVISION: Academic Affairs (Languages)

REPORTS TO: Executive Director

GRADE: 7

SUPERVISES: Research assistants and/or others assigned to assist with project.

BASIC FUNCTION:

In consultation with the Executive Director, coordinate the day-to-day operations of the Spanish branch of the International Engineering Program (IEP), an innovative and interdisciplinary academic program with approximately 100 students enrolled in the program and five partner universities in Spain, Mexico and Chile. Expand partnerships with universities and corporations in these countries, as well as other countries in Latin America.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the day-to-day operations of SIEP, including oversight of SIEP international relations and coordination of students’ international study and experiential learning opportunities.

Oversee SIEP relations with partner universities, develop new relations, and assist SIEP students in the application processes associated with participation in SIEP academic exchanges.

Liaise with existing partner companies in Latin America and Spain, develop partnerships with new companies in those regions, and create internship opportunities for SIEP students in those countries.

Assist SIEP students in the preparation of effective Spanish and English versions of resumes and cover letters for internship and job searches in the United States, Latin America and Spain.

Assist SIEP students in the visa application processes for study and internships in Latin America and Spain.

Organize workshops for SIEP students in order to prepare them to participate more successfully in study and internships abroad.
Assist incoming students from SIEP partner universities with academic, registration and housing concerns.

Liaise with faculty from the College of Engineering and with private companies in order to create research and internship opportunities for students and scholars from SIEP partner universities, and collaborate with the Office of International Students and Scholars in order to complete the necessary paperwork for their visas.

Oversee record management and data about current and former students for program development and for the IRP annual report.

Assist in program outreach activities such as high school recruitment, Welcome Day, prospective student visits, and participation in the Colloquium on International Engineering Education.

Organize and write presentations for workshops and for IEP and College of Engineering Advisory Board Meetings.

Assist the Executive Director in fundraising and in the preparation of grant applications.

Coordinate SIEP project evaluation activities, providing analysis and feedback to the Executive Director.

Assist the Executive Director and future IEP directors in the development of newly emerging programs (such as the Italian IEP).

OTHER DUTIES AND RESPONSIBILITIES:

Assist in the planning of conferences and seminars, such as the International Engineering Colloquium.

Represent the program at conferences as needed.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database applications and spreadsheet software; InDesign or similar software.

ENVIRONMENTAL CONDITIONS:

This position will not be exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; one or more years of experience studying abroad at the university-level in the United States and also in Latin America and/or Spain; three years of experience in interning, researching and/or
working in a global engineering context in the United States and also in Latin America and/or Spain; demonstrated native or near-native proficiency in Spanish and English; demonstrated strong written and verbal communication skills in Spanish and English; demonstrated problem-solving skills and ability to handle multiple tasks simultaneously in a fast-paced environment; demonstrated strong interpersonal and networking skills; demonstrated ability to work with diverse populations.

Preferred: Master’s degree; one or more years of experience studying at a Latin American or Spanish university; one or more years of experience interning or working in an engineering context in Latin America and/or Spain; demonstrated familiarity and experience with higher education issues, especially regarding engineering in an international context; demonstrated research experience in engineering.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.