

Class Code:.....1286
Position #: (PSA).... (NE)
Developed by:.....DM, LB
Reviewed by:DLJ, LK
Approved by:.....LK
Date: 04/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, International Center
DIVISION: Provost (Office of International Education)
REPORTS TO: Vice Provost, Global Initiatives
GRADE: 7
SUPERVISES: Administrative support staff and students as assigned

BASIC FUNCTION:

Provide administrative support to the Vice Provost, Global Initiatives and coordinate the day-to-day operation functions of the International Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage frontline client service area for the International Center. Provide customer service to students, visiting scholars, faculty and staff for general study abroad inquiries and International Center support services. Answer general inquiries, refer visitors and students to appropriate departments, offices and personnel. Maintain scheduling calendar for the International Center meeting area. Order and maintain supply inventories. Maintain International Center email accounts.

Perform administrative support duties for the Vice Provost, Global Initiatives; research and compile information and data and prepare reports for the Vice Provost. Maintain databases. Draft correspondence as requested.

Serve as primary contact for academic departments requesting J-1 visas for visiting scholars. Serve as liaison to the Office of Human Resource Administration for J-1 employment queries and issues.

Organize, coordinate and provide logistic support for special programs and campus visits.

Recruit, hire and supervise student employees for the Center.

OTHER DUTIES AND RESPONSIBILITIES:

All other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software; WordPress, PeopleSoft, Terra Dotta or other systems.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor degree; Minimum two years of experience working in Higher Education involving student services and/or academic affairs; Demonstrated experience using WordPress and PeopleSoft (or similar systems); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience in international student affairs work in Higher Education; Demonstrated familiarity with Terra Dotta Software for Study Abroad (or similar system); and Demonstrated experience as an Office Manager.

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