

Job Code:.....101318
Position #: (PSA)..... (E)
Developed by:..... MDJ
Reviewed by:.....DLJ
Approved by:.....LK
Date:..... 09/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, International Student & Scholar Services (ISSS)
Programming

DIVISION: Academic Affairs (Provost)

REPORTS TO: Vice Provost, Global Initiatives (Senior International Officer)

GRADE: 10

SUPERVISES: N/A

BASIC FUNCTION:

The ISSS Programming Coordinator is responsible for working with the international student and scholar population entering the University of Rhode Island and for providing support to the students and scholars as they transition until the completion of their program or degree. Develop and facilitate orientations and workshops that support student and scholar success and retention. Serve as an advocate for the international population, when appropriate, and will plan, implement and evaluate ISSS programs and retention initiatives to enhance campus integration and the quality of the international student and scholar experience at the university.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide individual advising to international students and scholars to facilitate the academic and socio-cultural adjustment to campus, including matters related to pre-arrival, arrival and adjustment to the United States.

Advise undergraduate and graduate international students requiring academic, social, or emotional support and assist students with accessing appropriate campus and community services and resources and conduct follow-up as necessary.

Serve as a resource and liaison between the International Center and campus community on matters related to the international student and scholar population.

Develop and implement orientation (e.g. Welcome Week), cultural adjustment workshops, and social events that support the needs of international students and scholars.

Manage the peer ambassador program - recruitment, hiring, and training of students.

Work with community, campus partners, and student organizations to coordinate programs and organize cultural events (e.g. International Education Week).

Maintain communication and effective relationships with academic colleges and student services departments to enhance the international student and scholar experience and success.

Manage the English Language Studies program, including the hiring and supervision of instructors and coordinating the English proficiency certification of new international teaching assistants.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software; social media platforms.

ENVIRONMENTAL CONDITIONS:

Position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree and five years relevant experience (with two years of direct student service experience) in higher education OR a Master's Degree and three years relevant experience (with two years of direct student service experience) in higher education; Demonstrated experience in programming and event coordination; Demonstrated strong verbal and interpersonal skills; Demonstrated proficiency in written communication skills; Demonstrated experience working with international students and operating in intercultural settings; Demonstrated ability to multitask and adjust to changing priorities; Demonstrated attention to detail and organizational and project management skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated proficiency in a language other than English; and, Demonstrated experience living and/or studying abroad.

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