**Title:** International Education Coordinator

**Date:** July 2022

**FLSA Status:** Exempt – Full-time, 12 month position

**Salary Range:** $40,000 to $43,000

**Reports to:** Vice President for Academic Affairs

**Job Summary:** Duties include providing support for study abroad students and international students.

**Duties and Responsibilities**

* Provides support to students on F-1 visas
* Educates and informs international students about CPT and OPT requirements in conjunction with the Designated School Official
* Assists international students with resources for their tax returns
* Assists students in the study abroad process
* Promotes study abroad to the Cottey community
* Coordinates planning of the annual Multicultural Festival
* Assists Enrollment Management at recruiting events to inform prospective students about study abroad opportunities
* Participates in new student orientation sessions for international students
* Provide support for the recruitment and retention of international students
* Serves as the Campus Representative for the Gilman, Boren, Fulbright and other scholarships
* Assists in the development of a departmental budget and maintains fiscal responsibility

**Knowledge, Skills, and Abilities:**

* Able to establish priorities, work independently, and proceed with objectives without supervision and be willing to adapt to change.
* Strong attention to detail; must perform duties with a high level of accuracy.
* Strong written and oral communication skills, including experience with cultural differences in communication styles
* Skill and ability to learn, interpret, and apply organizational policies, laws, rules, and regulations.
* Ability to develop rapport and establish positive relationships with a diverse audience including students, faculty and staff

**Credentials and Experience:**

* Bachelor’s degree
* Experience with study abroad and/or working with international students.