

International Education Coordinator

SUMMARY: The Pulliam Center for International Education is the hub of international activity on campus. The Center coordinates the John Belk International Program (study abroad), international student services, and other international initiatives. *With supervision from the Director, this position provides advisory, referral, and information services to students, parents, and others interested in study abroad opportunities. Provides, organizes, and implements materials and forums regarding overseas study opportunities and sources of financial aid; assists students in complying with registration and academic credit transfer requirements.* The International Education Coordinator is part of small, talented, high-energy team of international educators that promote the comprehensive internationalization of the University. The position reports directly to the Director of International Education.

This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.

Essential Duties and Responsibilities include:

- Advise students on study abroad and other international opportunities including faculty-led programs, semester exchange programs, and summer options.
 - Guide and advise students through the pre-departure process including applications, course approvals, financial aid, and pre-departure orientation.
 - Guide students through their re-entry after the international experience including credit transfer, program evaluation, and the development of programs to support cultural adjustment.
- Coordinate faculty-led study abroad programs working closely with faculty, the Director of International Education, program partners, and service vendors.
- Solicit and evaluate proposals and bids from program providers and service vendors.
- Oversee administrative aspects of programs including managing payments, tracking enrollment documents, travel itineraries, correspondence, budget, etc.
- Plan and execute promotional activities for study abroad programs including in-person presentations, classroom visits, online and social media promotion.
- Assist PCIE team with development and execution of programming including International Education Week and international student orientation.
- Qualified individuals may also serve as Designated School Officials (DSO) to provide additional support for international students during peak times.
- Position occasionally requires night and weekend work, overnight and/or international travel.

Non-Essential Duties:

- Other duties and special projects may be assigned to meet university needs.

Experience, Knowledge and Skills Required:

- Study Abroad programming experience strongly preferred, as is experience living or studying abroad;
- Familiarity with a foreign language and F-1 visa regulations a plus, but not required;
- Skilled at working collaboratively and effectively with diverse populations.

- Strong interpersonal, verbal and communication skills, including ability to convey complex information in an easy-to-understand manner.
- Strong computer skills (Word, PowerPoint, Excel, as well as social media platforms) and ability to quickly learn and use new software programs.
- Ability to effectively prioritize tasks and responsibilities in a fast-paced environment to meet established deadlines.
- Strong organization, follow-up and follow-through skills with proven ability to deliver projects on time and to specifications.
- High level of initiative and the ability work independently and as a member of a high-performing team. Ideal candidates will demonstrate history of taking ownership to deliver excellent results.
- Proven ability to safeguard sensitive and confidential information; FERPA knowledge preferred.
- Bachelor's degree preferred or the equivalent in experience and education.

Application Process

Qualified candidates should submit the following via email to **hr@queens.edu** in (.doc) or (.pdf) format. Incomplete submissions will not be considered.

1. a cover letter addressing position qualifications and your experience
2. a current résumé
3. salary requirements
4. contact information for three professional references.

Be sure to include "**COOR-IE**" and **YOUR NAME** in your email Subject Line.
(**Example: COOR-IE** Shawn Mullin)

Applications received by November 13, 2020 will receive first consideration. Queens will continue to accept applications until the position is filled.

Physical Requirements *(with or without reasonable accommodation)*

- *Visual Abilities:* Read reports, create presentations and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 30 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Work Conditions

- Work in office environment, involving contact with students, faculty, staff, parents, and service providers.

- Work has deadlines, multiple interruptions, high volume and may be stressful at times.
- Occasional requirement to perform work in the evening and/or on weekends to achieve objectives of the position.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.



Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.