



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/19/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Program Coordinator, International Student Office (ISO)
Status: Part-time, 20 hours/week (may involve evening and weekend hours as required)
Grade: 10
Union: PSA@RIC (Professional Staff Association at Rhode Island College), (NUNC for part-time position)
Reports To: Director, Unity Center

PRIMARY PURPOSE:

Manage the overall administration, and supervision of the International Student Office. To serve as the Designated School Official (DSO) certified by the U.S. Department of Homeland Security. Counsel all prospective and current international students on issues relating to admission, academic progress, and campus employment. Work in conjunction with the Records Office, Admissions, Residential Life and Housing, Graduate Studies, and other pertinent offices to ensure the success of international students. Support institutional, divisional, and departmental diversity and inclusion efforts.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Provide information to Rhode Island College (RIC) students, faculty, and administrators about U.S. government rules and regulations pertaining to undergraduate and graduate student with F1 visas.
- Plan and implement orientation programs and services for all new international students entering RIC.
- To provide opportunities for the social development and integration of international students into campus and community life through active collaborations with on and off campus partners designed to promote student involvement and success.
- Serve as liaison to SEVP (Student Exchange Visiting Program) U.S. Government Field Representative (HS, ICE, DHS) in Connecticut and Rhode Island.
- Compile and maintain an electronic database of all necessary records and documentation on international students while maintaining confidentiality standards.
- Maintenance and monitoring of the ISO budget.
- Maintain working knowledge of best practices in the field of international student services through various workshops, conferences, webinars, and other relevant trainings.
- Continuously update the ISO web presence with current information and opportunities relevant to international student interests.
- Participate in in-state, regional, national or international organizations as well as other professional development initiatives.
- Hire, mentor and supervise student employees including graduate assistants, work-study and interns to enhance office programs.
- Serve as advisor to V.I.S.A. (Visiting International Student Association).

Occasional Job Functions:

- Work occasional evening and weekend hours as required and perform other duties and responsibilities as assigned by the AVP for Community, Equity and Diversity.
- Other duties as assigned by the Director of the Unity Center.

REQUIRED QUALIFICATIONS STANDARDS:

Education:

Bachelor's Degree.

Experience:

- A minimum of two years of experience in a higher education setting working with the international student population including experience in an international educational setting such as, study abroad, student exchange, faculty abroad models, travelling or living abroad.
- Experience advising students in an academic setting.

Skills, Knowledge, and Abilities:

- Knowledge of international programs, international education and regulations.
- Excellent organization and planning skills.
- Competence in utilizing various technology applications, electronic communication, word processing, and other related functions.
- Microsoft Office programs proficient.

PREFERRED:

- Master's degree.
- Two to three years' teaching experience in a higher education setting.
- Knowledge of one or more foreign languages (fluent in speaking and writing).
- Experience maintaining web programs.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.