



INTERNATIONAL STUDENTS COORDINATOR PART-TIME POSITION

JOB DUTIES AND RESPONSIBILITIES:

- Serve as one of the DSO (Designated School Official) for the SEVIS system which gathers information about the status of international students on Visas.
- Monitor international applications through the Recruit application management system and provide the office with new applications to process as they are submitted.
- Prepare student pre-arrival logistics including:
 - Reserving vehicles and arranging appropriate transportation for Airport pick-up runs at the start and end of each academic term
 - International Relations Programs Information Packet and Orientation materials
 - Preparing snack packs and managing the Bedding Pack Program
- Facilitate special activities and programs during International Student Orientation at the start of each semester. This might include shopping excursions to local businesses to get items required for the student rooms, fun nights with special getting to know you activities.
- Coordinate the Friendly Family program. This will include:
 - Recruiting both students and families to participate in the program.
 - Host one group function a semester that brings families and students together (scheduled for September 18, 2022, for this semester)
 - Match students with families, and follow-up within the first month of placement with both to ensure that there is a good fit and active participation.
 - Follow-up at the end of each term & provide assessment tool to students and families.
- Facilitate opportunities for students to take care of personal business on a regular basis. This may include regular shopping excursion, bank days, social security office, etc.
- Administrate and manage the International Speakers Bureau program that matches community organizations, groups, or schools with international students to share about their country and culture. Regular programs include:
 - The Lunch & Learn program in the Learning Commons, first W of each month
 - International TAG program at Woodruff Memorial Library, bi-monthly
 - International Friday Fillers program at Woodruff Memorial Library, bi-monthly
- Serve on the committee to plan and execute International Foods Night (11/10/22 this year)
- Other duties as assigned.

Part-time Position: 28 hours per week/33 weeks during the academic year.
Start of August to mid-December
Mid-January to second week of May

Minimum Qualifications: Associate 's Degree or In-Process Bachelor Degree
Good Communication Skills

Proficient with Microsoft Office applications
Experience navigating in a culture other than your own
Valid Driver's License

Preferred Qualifications: Bachelor's Degree
CDL and/or van driving experience
Good knowledge of Facebook and WhatsApp Applications
Experience working with diverse people

Compensation: \$16/hour

APPLICATION INSTRUCTIONS:

For considerations, an applicant file must contain:

1. Cover letter addressing the minimum and preferred qualifications
2. Resume
3. Names and phone numbers of three professional references
4. Copy of unofficial transcripts

Please submit the application file to:

Kelsey Barbee
Director of Human Resources
Otero College
1802 Colorado Avenue
La Junta, CO 81050
719 384-6824 or via email at kelsey.barbee@otero.edu

Application Deadline: Open Until Filled – 1st review of August 3, 2022