POSITION OVERVIEW: The International Learning Program Coordinator at WORLD: The David and Leighan Rinker Center for International Learning at Stetson University is a professional position involving the development, planning, and implementation of programs at Stetson University in support of the University’s international learning goals. Under the general direction of the Director of International Learning, the International Learning Program Coordinator is responsible for supporting the advancement of global learning initiatives including faculty-led programs such as Study Abroad and other Study Away programs, and international student and alumni development.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
Education: Bachelor’s degree required; master’s degree preferred. A master's degree in higher education, student affairs, international education, or a directly related field may be substituted for one year of experience.

- Sensitivity to cultural diversity
- Must meet Department of Homeland Security requirements or Designated School Official (DSO) and Alternate responsible Officer (ARO).
- Previous international experience (study abroad, work abroad, and/or previous experience working with international populations)
- Must be detail-oriented and have excellent organizational skills
- Demonstrated ability to communicate effectively through (oral, written, and listening)
- Successful track record in the use of personal computers for electronic communication, word processing, database management, and marketing
- Equivalent of at least 2-3 years of progressively responsible professional student services work experience
- Ability to participate in occasional evening and weekend activities

Preferred Qualifications:
- Background in higher education, student affairs, or international education
- Experience and/or knowledge of student activities, program planning, and event management
- Ability to speak another language
- Ability to use CS6, Banner, Terra Dotta, SEVIS. Familiarity with online content review and management
- Knowledge of SEVIS regulations/rules, programs and services that target international student, current practices in the field of international education
ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The Program Coordinator will be a key member of the WORLD Center staff and will contribute to the implementation of a robust Strategic Plan for international learning at Stetson University. In particular, the program coordinator will:

- develop a coherent program plan for international and domestic students
- implement and coordinate programs and activities
- promote international learning through events such as classroom presentations, Global Citizenship Fairs, international student programming
- manage on-site logistical arrangements
- develop and update program materials
- maintain program databases and coordinate the generation of reports
- facilitate course approval processes associated with Study Abroad, exchange and other international learning program
- support advisement of current and prospective international and domestic students and others in individual and group settings
- assist in maintaining SEVIS records and ensuring that international students stay in compliance with U.S. laws and regulations
- assist with projects at the WORLD Center
- consistently collaborate and coordinate with the staff of the Center for Community Engagement and Diversity and Inclusion, Residential Life, and Student Success to catalyze a campus culture that embraces the social justice leadership model and through which students are empowered to be successful and significant as a world citizen contributing to solving complex world problems
- maintain communication with peers in the international learning field via listservs, conferences, etc.; stay current with trends and development in the field
- engage in ongoing professional development

ROUTINE DUTIES AND RESPONSIBILITIES:
Detail the routine daily tasks and responsibilities:

- Plan and coordinate, and implement programs and events of WORLD: The David and Leighan Rinker Center for International Learning
- Develop and update materials and reports related to international learning
- Support the WORLD Center director
- Collaborate with staff at the WORLD, the Office of International Programs at the College of Law and in Celebration
- Collaborate with program coordinators and other staff members of Campus Life and Student success to on a daily basis
- Supervise student workers providing services and support to WORLD and other international learning activities
**Inter-divisional Collaboration:** This position will work closely with many divisions on campus, including Campus Life and Student Success (CLaSS), and specifically community engagement and diversity and inclusion. High Impact Practice units such as WORLD and CLaSS, are dynamic, evolving divisions driven by transformational leadership and continuous improvement. Stetson University seeks team members with a passion for community building, who are highly motivated, strategic thinkers and relationship builders and thrive on shared governance. Our high expectations are matched by a robust professional development curriculum which promotes achievement and significance through self-assessment, reflection, and holistic goal setting. At Stetson, the community actualizes a philosophy of challenge and support grounded in liberal learning and development as it relates persistence and success. Stetson is committed to facilitating student discovery and exploration consistent with the aims of a broad liberal arts education; offering impactful learning opportunities based on current research and empirical data; cultivating the unique strengths and perspectives of individual students; fostering global awareness, social justice values, and civic engagement; and providing a healthy and vibrant educational environment conducive to holistic well-being.

**WORKING CONDITIONS:** Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth. This position has frequent hours outside the normal University schedule.

**APPLICATION PROCEDURE:** Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

*Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.*