SCHOLARSHIP AND INTERNATIONAL STUDENT PROGRAMS COORDINATOR

DEFINITION
Under general direction of the Director, Student Affairs, organizes, coordinates and performs professional level work in the administration of the Cabrillo College scholarship awards program and related to the recruitment, admission and the provision of services to international students attending the College; and performs related duties as required or assigned.

CLASS CHARACTERISTICS
This single position class is responsible for overseeing activities related to program coordination and day-to-day services and functions related to the Cabrillo College Scholarship and International Student Programs; obtains students from the international community and ensures that they have an opportunity for a successful educational and cultural experience; successful performance of the work requires both program coordinative skills and written and oral communication skills to ensure that immigration, Cabrillo College Foundation and Cabrillo College regulations are met while providing maximum assistance to students and being sensitive to their individual needs and cultural differences.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates, oversees and performs required support for functions of the scholarship office
- Coordinates, oversees and performs required support activities to implement a broad-based international students' program
- Plans and develops marketing, promotion and recruitment strategies for both programs
- Provides information to students and others regarding the scholarship program and distributes necessary applications and forms
- Conducts on- and off-campus scholarship workshops
- Reviews and processes applications for scholarships
- Notifies award recipients
- Monitors ongoing status of scholarship recipients and ensures enrollment requirements are maintained
- Ensures the release of monies according to established guidelines
- Works with faculty, administration, staff, students, community organizations and government agencies concerning the scholarship program
- Prepares promotional materials and distributes applications and college catalogs to educational institutions in various countries
- Provides potential and current students with information regarding immigration requirements and procedures
- Communicates with student advisors and immigration lawyers to provide information and ensure appropriate interpretation of laws and regulations
- Processes applications and assists students in preparing appropriate documentation so student visas can be obtained
- Assists students in completing forms and obtaining required documentation for changes of visa status and/or off-campus employment
- Registers new international students and assists them in receiving proper counseling and in selecting appropriate classes
EXAMPLES OF DUTIES (continued)

- Conducts orientation sessions to explain immigration and Cabrillo College rules and procedures
- Monitors ongoing status of students to ensure compliance with immigration regulations
- Resolves problems that may occur between international students and Cabrillo College or community members
- Updates the international student handbook
- Facilitates program evaluation, including short- and long-range direction for both programs and develops new services based on findings
- Directs and reviews the work of student assistants
- Maintains accurate records, files and databases
- Prepares and monitors annual budgets for both programs
- Performs a variety of standardized office support work, including typing, filing, providing information in person and over the phone and operating standard office equipment, including a personal or on-line computer
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Terminology, procedures and laws related to immigration and obtaining student visas
- Basic principles of scholarship program administration and application processing
- Techniques for dealing with individuals from diverse academic, ethnic, socioeconomic and cultural backgrounds
- Basic goals and functions of an educational institution
- Program coordination principles and practices, including program planning, development, implementation and evaluation
- Basic budgetary principles and practices
- Basic computer applications related to the work
- Standard office practices and procedures, including recordkeeping, filing and the operation of standard office equipment
- Business mathematics
- Correct English usage, including spelling, grammar and punctuation

Skill in and Ability to:

- Interpret, apply and explain complex laws, rules and regulations
- Plan, organize and provide programmatic support in the assigned areas
- Represent the College in meetings with community groups, organizations and government agencies providing services to international students and scholarship recipients
- Prepare reports, correspondence and other written materials
- Organize work, setting priorities and meeting critical deadlines
- Exercise sound judgment within policy and procedural guidelines
- Maintain accurate records and files
- Establish and maintain effective working relationships with those contacted in the course of the work
- Communicate effectively orally and in writing
- Maintain confidentiality of information
- Keyboard with speed and accuracy
QUALIFICATIONS (continued)

Other Requirements:

- Must possess a valid California driver's license or be otherwise able to get to meetings off campus.

Desirable:

Experience in dealing with a diverse population is desirable.

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to two years of college coursework in a related field and two years of program coordinating experience, including some responsible experience providing student services.

July 1, 1998