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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, International Summer Programs &
English Language Studies

DIVISION: Academic Affairs (University College)

REPORTS TO: Director, Office of International Education &
National Student Exchange

GRADE: 10

SUPERVISES: Student staff

BASIC FUNCTION:

Under the supervision of the Director of the Office of International Education & National Student Exchange, the incumbent is responsible for the day-to-day oversight of the URI Faculty-Led International Summer Programs and the English Language Studies Program (ELS).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the URI Summer Study Abroad Programs and English Language Study Program outreach activities. Develop and distribute flyers, brochures, leaflets, and other recruiting materials to increase student participation in the University's Summer Study Abroad Programs and ELS Program.

Recruit, orient, and advise students planning to participate in the Summer Study Abroad and ELS Programs, and facilitate tasks related to Enrollment Services (e.g., registration, admission, enrollment, billing, grade submission, etc).

Assist the Director with the formulation and maintenance of policies and procedures specific to international education which include, but are not limited to, crisis management plans, planning of international site visits, and compilation of data for the preparation of study abroad program budgets.

Design and implement pre-departure orientation programs for, and perform administrative activities and day-to-day operations and financial management of the University's Summer Study Abroad and ELS Programs.

Coordinate and oversee teaching assignments, selection of instructors, classroom space allocation, and all other activities as required by the Director.

Organize the International Graduate Teaching Assistant English proficiency certification, including coordinating testing schedules and securing testing locations, as well as evaluating and purchasing test instruments.

Serve as liaison between the Office of International Education and the English as a Second Language Program.

OTHER DUTIES AND RESPONSIBILITIES:

Share collaborative efforts with the Director, the staff of the Office of International Education, and with academic and non-academic units within the University.

Assist with the gathering of information related to program evaluation and development, and with student recruitment for study abroad programs, ELS, and ESL.

Collect and analyze follow-up data on students who have studied abroad for purposes of evaluating program effectiveness and developing new strategies for orientation and re-entry programs.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in public administration, management, student personnel administration and/or international relations, or a related field; a minimum of two years of experience in international education which included experience managing international education programs; demonstrated knowledge of study abroad best practices, budget design, and health, safety, and liability issues as they relate to international programs; demonstrated ability to coordinate and market faculty-led study abroad programs; demonstrated ability with standard office software and computer database programs; experience giving online presentations and developing informational materials; ability to communicate effectively orally and in writing; strong interpersonal skills and ability to deal with diverse population; and ability to interpret institutional policies and prepare detailed reports.

PREFERRED: Living abroad and/or leading groups abroad experience; experience using PeopleSoft.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.