

## POSITION ANNOUNCEMENT

Job Title: **Coordinator for International Students and Study Abroad**  
Department: Campus Life  
Reports To: Director of Campus Life

### SUMMARY

This position supports various aspects of the international student experience including welcoming students to campus, creating engagement programs, and supporting student success. The coordinator will provide advisement on the processes and procedures of study abroad, promote study abroad programs, oversee details of experiences, mitigate risk, and manage a portfolio of programs including the application process, student communication, logistics, and correspondence with international counterparts.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Engages a full range of support services to promote the engagement and success of international students including undergraduate and graduate students who reside on and off campus.
2. Assists with the coordination and provision of international student orientation based in alignment with industry best-practices.
3. Meets with and advocates for international students and students participating in study abroad activities to address concerns and make referrals to appropriate resources.
4. Collaborates with administration, faculty, colleges, schools, and departments in managing, marketing and developing study abroad programs.
5. Oversees study abroad programs. Assess various aspects of risk related to study abroad trips including but not limited to, monitoring governmental travel advisories and guidelines and working with various university stakeholders and vendors to secure adequate travel insurance, and working with study abroad placement sites to coordinate study abroad activities.
6. Acts as an advocate for international students and serves as liaison for student conduct issues concerning students abroad, and works as the international emergency manager for health and travel related administration and crises during travel.
7. Serves as an advisor to Registered Student Organizations (RSOs) with an international focus.
8. Stays current on literature related to international student services, study abroad, and intercultural competence and provides current and relevant information regarding these areas for faculty, staff and administrators.
9. Collaborates, supports, and consults effectively with multiple stakeholders including Residence Life, Athletics, academic units, Center for Personalized Instruction, Campus Safety, Title IX Coordinator, Counseling and Wellness, and other university entities to promote success of students.
10. Responsible for program planning and assessment. Develops and maintains up-to-date policies, processes, and procedures for delivering quality services for students.
11. Manages department website and internal portal to ensure timely and current communication of information.
12. Develops and delivers communications and presentations to promote services at events such as admitted student days, open houses, new student orientation programs, residential student meetings, faculty and departmental meetings, and more for a variety of audiences.
13. Works within the department budget. Collects performance data and creates reports.
14. Serves on university committees to represent the office and promote student success.
15. Other duties as assigned.

**QUALIFICATIONS:** The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Work is performed primarily on campus and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected.

**EDUCATION AND EXPERIENCE:** Bachelor's degree in international relations, political science, business administration, marketing or a related field required, master's degree preferred. At least one (1) to three (3) years of experience working with diverse student populations and/or supporting faculty. Demonstrated ability to communicate effectively with employees at all levels. Experience working in a higher education setting a plus. Excellent planning, organizational and planning experience required. Working knowledge of Microsoft Office suite applications.

**TO APPLY:** External and Internal candidates please send a *letter of intent* reflecting the above responsibilities and qualifications and a *resume* to [hr@madonna.edu](mailto:hr@madonna.edu)

**MADONNA UNIVERSITY:** A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.