CLASS SPECIFICATION
International Student Program Specialist

FLSA Status: Non-Exempt
EEOC Job Category: Professionals
Union Representation: Represented

GENERAL PURPOSE
Under direction, assists in facilitating, coordinating, organizing and overseeing recruitment, admissions and records retention activities for the District’s International Student Program; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
International Student Program Specialist is responsible for facilitating, coordinating, organizing and overseeing recruitment, admissions and records retention activities for the District’s International Student Program.

International Student Program Specialist is distinguished from International Student Program Manager in that an incumbent in the latter class is responsible for managing, organizing and directing the District’s International Student Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Facilitates, coordinates, organizes and oversees applications and admissions processes for the District’s International Student Program; reviews student files and makes admission decisions for international student applicants; provides information and answers questions regarding District and program admissions policies and procedures.

2. Assists with international student program recruitment processes; plans and participates in recruitment activities; assists in determining ad placement and preparing advertisements; assists in creating new marketing strategies and promotional materials.

3. Assists and participates in designing and implementing the international student orientation program; plans and executes orientations and other special activities; participates in delivering orientation components.

4. Provides counseling and advice to students on academic, student life and personal issues; advises and counsels students on immigration regulations and District international student requirements to remain eligible for attendance at the District; advises and assists students in selecting and registering for classes recommended by counselors; works with District staff to resolve any problems international students encounter on campus.
5. Assists in coordinating the off-campus housing program for international students; assists and directs students in finding their own housing; assists in maintaining a network of host families.

6. Gathers information, creates databases and generates reports on the District’s international student population.

7. Assists in designing and coordinating the execution of special international short-term contract training programs.

8. Assists in managing and overseeing the American Language and Culture Institute.

OTHER DUTIES
1. Assists in training and supervising student staff.

QUALIFICATIONS

Knowledge of:
1. Immigration and Naturalization Service regulations regarding foreign students.
2. Federal, state and local laws and District policies regarding foreign students.
3. District admissions procedures and requirements.
4. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
5. Needs, interests and concerns of international students.
6. District curricula and instructional programs.
7. Research methods and data analysis techniques.
8. Principles and practices of public administration for budgeting, purchasing and maintenance of public records.
9. Principles and practices of sound business communication.
10. Standard business software, including word processing and spreadsheet programs.

Ability to:
1. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
2. Interpret, apply, explain and reach sound decisions in accordance with District and program policies, procedures and labor contract provisions.
3. Communicate clearly and effectively, both orally and in writing.
4. Operate a computer using word processing and other business software and other standard office equipment.
5. Organize and maintain specialized files.

6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

7. Exercise sound, independent judgment within general policy guidelines.

8. Maintain confidentiality of District files and records.

9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

10. Establish and maintain effective working relationships with District management, staff, faculty, administrators, applicants, students, housing providers and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in business administration, social science, international studies or a related field; and one year of experience working with international students or working with students in a student services capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, faculty, administrators, applicants, students, housing providers and others encountered in the course of work.
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.