Coordinator of International Student Services  
Shorter University

GENERAL DESCRIPTION:

The Coordinator of International Student Services will implement the initiatives of the University's International Program in designated regions and countries, meet enrollment goals in assigned geographical areas, and assist the Assistant Vice President of International Programs in representing Shorter University abroad. This position requires both domestic and international travel. The Assistant Vice President of International Programs supervises this position and will coordinate activities and assignments related to the position that impact other divisions on campus such as the Office of Student Services, the Office of Admissions, the Office of Student Engagement and Success, etc.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Meet annual student enrollment goals in designated countries and geographical regions.
- Travel domestically and internationally to recruit international students.
- Represent the University as a primary contact at international student recruiting fairs, marketing events, school visits, and other venues as appropriate.
- Help to identify, maintain, and foster on-going relationships with international recruitment agencies (that understand our mission), international high schools, English Intensive Programs in the States, embassies, consulates, commercial services offices, and Education USA offices within assigned countries. Also assist with developing articulation agreements with international organizations.
- Assist in the development and updating of international student recruitment materials such as: advertisements for overseas publications, marketing messages, social media communications, etc.
- Under the direction of the Assistant Vice President for International Programs, solicit and negotiate with overseas school administrators and other appropriate officials to establish short-term programs at Shorter University.
- Participate in the research and development of potential new markets for student recruitment.
- Other duties as assigned by the Assistant Vice President of International Programs.

BASIC QUALIFICATIONS:

- Bachelor's degree.
- Excellent interpersonal and communication skills, both oral and written.
- Proficient in the use of Microsoft Office applications and internet resources.
- Able to plan and manage time effectively.
- Experience in recruiting international students to attend institutions of higher learning in the US.
- Demonstrated intercultural/international awareness and strong communication skills coupled with cultural knowledge and sensitivity.

DESIRED QUALIFICATIONS

- Familiarity with the Student and Exchange Visitor Program (SEVIS) reporting system.
- At least one year of professional experience working or traveling abroad to conduct business or represent an organization dealing with external clients or customers.
- Fluency in a language in addition to English.
- Demonstrated experience in building successful partnerships with institutions or businesses abroad.
APPLY TODAY AT THE FOLLOWING LINK:
https://home.eease.adp.com/recruit/?id=15003771

Shorter University is a Christ centered University affiliated with the Georgia Baptist Convention and requires employees to be committed Christians.

Transforming Lives Through Christ