



ANNOUNCEMENT OF POSITION VACANCY
Coordinator of International Student Admissions and Programs

SUMMARY: Reporting to the Director of International Student Admissions and Programs, the Coordinator assists in international student admissions and recruitment, international student services and advising, and assists incoming and outgoing students who are participating in any of Colorado Mesa University's (CMU's) Study Abroad programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Performs general admissions duties related to international student recruitment such as:
 - admission counseling
 - foreign transcript evaluation
 - application review
 - customer relations management
 - fulfill reporting obligations as a Designated School Official (DSO) in the Student Exchange and Visitor Information System (SEVIS).
- Provides counseling regarding admissibility, scholarship opportunities, and federal immigration compliance to prospective international students. Makes admission decisions based on the application and supporting documentation provided by each student.
- Resolves individual complaints, disputes and grievances from prospective and current international students, parents, and/or international recruitment agents who work with CMU tactfully and carefully while considering university policies.
- Assists with training and management of recruitment agents for CMU
- Performs general international student services duties:
 - federal immigration compliance
 - work authorizations
 - maintenance of visa status
 - new student incoming and outgoing orientations and follow up sessions
 - programming events for international students
 - individual advising on matters related to financial, cultural adjustment, employment, etc.
- Counsels, interviews, and provides information to prospective international students and foreign agents about CMU, including the application process, transcript requirements, completed applications and related fees, immigration and visa preparation, cultural adjustment, and responds to miscellaneous inquiries.
- Counsels currently enrolled international students regarding financial-, academic-, and immigration and visa-related matters.
- Assists with the daily operation of the International Student Admissions & Programs Office (greet students, staff, answers telephones, etc.)
- Serves as a liaison to, and works closely with, the admissions and marketing offices, along with other offices on campus to increase collaboration, and to determine needs and resources relating to international student admissions and student services.
- Assists the director with setting short and long term recruitment goals, and provides input in reference to innovative recruitment programming
- Travels to professional development workshops, conferences and seminars, and recruitment events including international travel as needed
- Hires, trains, supervises and evaluates student employee(s)
- Other related duties as assigned

REQUIRED EDUCATION, EXPERIENCE, SKILLS and ABILITIES:

- Master's degree in a related field and a minimum of one year work experience in a higher education setting or related field OR a Bachelor's degree in a relevant field of study and a minimum of three years of work experience in higher education or related field. Degree must be from an accredited institution.
- Ability to read and interpret complex immigration regulations and apply them correctly, maintain knowledge and an understanding of U.S. higher education systems.
- Ability to write reports, procedure manuals and business correspondence, and to develop PowerPoint presentations.
- Ability to supervise student employees
- Excellent organizational and communication skills (verbal and written)
- Excellent customer service skills and problem solving techniques
- Ability to understand and appreciate international cultures; sensitivity to diverse ways of thinking
- Ability to work and communicate with students, faculty and staff in a multi-ethnic and multi-cultural environment
- Knowledge of Microsoft office software and specific computer programs related to area of responsibility
- Ability to learn new computer systems, including Ellucian (Banner & Recruiter) F
- Frequent travel by auto, airplane, and other methods of transportation
- Possess and maintain a valid Colorado driver's license

LANGUAGE SKILLS: Skilled in reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures and government regulations; responding effectively, orally and in writing, to the most sensitive inquiries or complaints; and making effective and persuasive presentations on controversial or complex topics to students, faculty and community members.

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must possess any sight abilities required to operate a motor vehicle.

WORK ENVIRONMENT: The characteristics of the coordinator's work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this position are typically performed in a classroom, meeting room or office environment. The noise level in the work environment is usually quiet to moderate.

PREFERRED QUALIFICATIONS:

- Experience studying, working or living abroad
- Proficiency in at least one language other than English
- Knowledge and understanding of the Student Exchange Visitor Information System (SEVIS)

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time, administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by August 11, 2017.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Disclosure Form](#)
- [Applicant Background Check Authorization Form](#)
- [Voluntary Affirmative Action form](#)

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

Or mail to:

Coordinator of International Student Admissions Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.