Position Title: International Programs Coordinator  
Department: Office of International Programs  
Reports To: Director of International Programs

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

A member of the International Programs team that has a major role in the university's Comprehensive Internationalization programs and activities, the International Programs Coordinator is responsible for recordkeeping, data collection, and maintenance of student biographical files to ensure accurate reporting to the Student and Exchange Visitor Program (SEVP) and compliance with federal immigration regulations. The International Programs Coordinator also assists with advising students on maintaining lawful F-1 status in the U.S. and applying for benefits associated with this nonimmigrant student status. The IPC will also be responsible for coordinating and advising students going on study abroad programs.

Responsibilities also include:

- Collaborates with various campus partners to improve services offered to Clark Atlanta University's international population
- Serve as a Designated School Official (DSO) in issuing required U.S. government documents for international students to obtain F-1 visa
- Advise international students on immigration regulations and university policies and procedures
- Interfaces with the SEVIS Help Desk and US Custom & Immigration Services to resolve processing or status problems
- Assist with new international student orientation and monthly international student workshops;
- The IPC will be responsible for marketing and promoting study abroad programs and talking with students and parents about study abroad initiatives.
- Advises international students and study abroad perspective, scholars, faculty, their dependents, administrators, and staff in person, by phone, and via email regarding federal immigration and employment regulations, CAU resources, and related matters
- Coordinate study abroad information forums in the fall and spring; Manage the marketing of study abroad to the campus; Coordinate and conduct study abroad workshops; Assist in the coordination of international education week.
- Provide support during pre-departure sessions; consult with students while abroad; and support students upon return with re-entry activities
- Provide assistance on a variety of administrative functions to support the operation of the Office of International Programs (OIP), including ordering supplies, budget monitoring, and reconciliation, calendar management, updating spreadsheets, and providing coverage for office operations during periods when the Director is traveling
- Develop with the Director creative solutions (using technology and student workers) to promote and engage students of all backgrounds and academic interests to study abroad
- Some evening and weekend hours required
**Knowledge, Skills and Abilities:**

- Experience advising international students on U.S. immigration regulations
- Experience coordinating and advising students going on study abroad programs
- Excellent written and interpersonal communication skills, ability to effectively collaborate and work with people from different cultural backgrounds
- Must be a U.S. citizen or permanent resident and be able to serve as a Department of Homeland Security (DHS) Designated School Official (DSO)
- Expertise in SEVIS and BANNER

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**Minimum Hiring Standards:**

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<tr>
<th>Education</th>
<th>Bachelor’s Degree but preferred Master's Degree.</th>
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<tr>
<td>Years of Experience</td>
<td>At least two</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>N/A</td>
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