Program Coordinator
International Student Center
Division of Student Development

Position Summary

Seattle University’s International Student Center (ISC) is the home away from home for our diverse international campus population. The ISC is the main resource for creating a bridge between U.S. and international students. For SU faculty and staff, the ISC offers tools for supporting SU international students’ academic, social, cultural, emotional, and spiritual pathways. Celebrating SU’s international student population provides vital perspectives that broaden the entire university’s cultural and global awareness as we all seek to promote equity and social justice within and between nations.

Under the direction of the Assistant Director, the Program Coordinator (the Coordinator) supports the international student community to create environments of support and solidarity that promote the leadership development, success, and wellness of international students within a social justice context. The Coordinator is in charge of creating a calendar of events with both small and large-scale programs based on the student population's needs and ISC goals. These events create opportunities to promote the development of cross-cultural communications between international and domestic students, faculty, and staff within the greater SU community.

The Coordinator supervises up to three student Programming Assistants and supervises event planning, including arranging facilities, ordering food, coordinating transportation, creating advertising, collecting assessments, etc. Additionally, the Coordinator plans quarterly work schedules and student staff meetings, and recruits a volunteer pool for assisting with ISC events. Examples of events include: the annual International Dinner, exchange student fairs, community luncheons, graduation receptions, and tourist attraction visits.

The Coordinator also has the opportunity to assist with the coordination of the ISC Global Ambassador Leadership program. The Coordinator will work with the Assistant Director to develop training topics, invite campus partners to presentations, and lead the leadership training.

Other general duties include weekly meetings with ISC staff, weekly 1-on-1 meetings, coordinating social media accounts, tabling for admissions events, and occasional evening/weekend duties. This is a graduate assistantship position.

Anticipated Learning Opportunities

• Supervision: hire, on-board, schedule, delegate, and facilitate team and 1:1 meetings of programming student staff
• Event coordination: book spaces and arrange for catering/cooking logistics, engage in marketing and advertising of events
• Leadership training development: assist with the development and facilitation of the ISC Global Ambassador Leadership program
• Orientation/New student programs: assist ISC team with planning and facilitating quarterly New International Student Immigration Workshops
• Facilitation and presentation: facilitate Global Ambassador training, present to campus partners on best practices to support international students
• Immigration knowledge: the Coordinator will have opportunities to learn about immigration regulations through conversations with ISC professional staff
• Interpreting policies and procedures: receive food handlers permit and gain a strong understanding of campus space policies
• Multicultural affairs/Diversity on a global scale: through conversations with international students, the Coordinator will have opportunities to discuss cultural identities, global current events, and issues impacting international student populations
• Assessment: create assessment rubrics for events and collect data to report back to ISC staff

**Essential Responsibilities**

• Create, facilitate, and assess programs, implementing educational, community-building, and cultural events within the ISC community space (30%)
• Supervise and manage three programming assistants in hiring, scheduling, meetings, and development of events (20%)
• Coordinate the annual International Dinner with 350 guests and management of over 40 student volunteers in cooking, fundraising, and decorating (20%)
• Coordinate the annual International Student Graduation Celebration with 75-150 guests (10%)
• Assist with coordination of quarterly orientations with undergraduate, graduate, and transfer international students (10%)
• Assist with the development and facilitation of trainings for ISC Global Ambassadors (10%)

**Anticipated Work Schedule**

The Coordinator will work an average of 20 hours per week. During the beginning of each quarter and during the weeks of major events, the Coordinator may need to work weekends and evenings with the ability to adjust their work schedule accordingly.

**Minimum Qualifications and Skills**

• Demonstrated knowledge of and commitment to social justice in a global context
• Knowledge of international issues and current events
• Ability to relate and communicate effectively with students, staff, and faculty of diverse ages, backgrounds, cultures, abilities, etc.
• Self-motivated, ability to work independently and in a team setting
• Working knowledge of Microsoft Office: Excel, Word, Outlook, Access, PowerPoint, Publisher

**Preferred Qualifications and Skills**

• Knowledge of basic graphic design, web design, or media communications
• Experience working in programmatic environments/systems
• Experience working with international students or living abroad
Supervisor Contact Information

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