

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

PROJECT MANAGER/INTERNATIONAL STUDENTS PROGRAM (SEIU Local 1021 Salary Range 112) Job Code: 872

CLASS PURPOSE

Under direction of the International Services Manager, develops, organizes, plans, and coordinates various programs and activities that impact international students. Works with the four college campuses, community organizations, and government agencies to establish ongoing liaisons with programs related to the Office of International Education to ensure that the goals and objectives of the program are being met. Performs other related duties as assigned.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF DUTIES

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Develops, administers, and monitors programs that contribute to student success by facilitating international students' cultural, academic, and social adjustment.
- Develops and maintains a network of community referrals for housing and cultural events.
- Coordinates international student orientation, reception, and other student activities year-round.
- Serves as liaison between the Office of International Education and all four Peralta Community College campuses.
- Attends internal and external meetings with the International Services Manager and assists with the follow up and implementation of agenda items.
- Supervises student workers in the Office of International Education.
- Provides information on programs and college services for international students.
- Oversees student housing; researches and develops student housing resources and provides students with information regarding housing; assists student with housing applications.
- Collaborates with organizations to find local housing options and performs off-campus visits to prospective students housing locations.

Job Description: Project Manager/International Students Program

- Coordinates health insurance programs for international students; researches insurance options; negotiates contracts with providers.
- Develops and coordinates service learning programs for the District.
- Assists International Services Manager with the development and coordination of study abroad opportunities for the District.
- Contacts business and community organizations, governmental agencies, educational institutions, student groups, and other representatives to establish ongoing liaisons with the Office of International Education; develops and implements needs assessment for international students as assigned.
- Plans program/project budgets in conjunction with the International Services Manager and other staff; monitors regular budget expenditures, income, transfers, and financial records; makes recommendations for changes to staffing, budgets, supplies and equipment.
- Provides staff training related to various USCIS laws and regulations related to international education and international students.
- Keeps track of developments in SEVIS and other USCIS related regulations. Serve as liaison for SEVIS related issues.
- Coordinates EasyPass program; represents the Peralta District at AC Transit meetings; negotiates contracts; trains staff; and develops procedures to streamline processes related to the program.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university with a Bachelor's Degree from an accredited college or university in one of the social sciences, foreign languages, international relations or a related field and four (4) years of professional experience working with international students and implementing INS regulations; or an equivalent combination of training and experience which demonstrates the ability to perform the duties of the position.
2. Demonstrated ability to prepare and maintain accurate and complete records.
3. Demonstrated experience and ability interpreting and applying a variety of rules, policies, and procedures relating to international education and international students.
4. Knowledge of the needs of and resources available to international students.
5. Work experience that involves analyzing situations accurately and taking an effective course(s) of action.
6. Ability to establish and maintain cooperative working relationships with others.
7. Knowledge and proficiency in the operation and use of personal computers, utilizing word processing, spreadsheet, and database management software programs (e.g., MS Office Suite, MS Word, Excel, MS Access and MS PowerPoint), the Internet browser, websites and e-mail.

Job Description: Project Manager/International Students Program

8. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Master's Degree in education or a related field
- Excellent interpersonal skills, including group presentation, writing skills and ability to explain project goals and objectives to a variety of audiences.
- Experience working with international students
- Ability to communicate effectively with people of diverse cultures and language groups
- Ability to work in a multicultural, highly diverse institution
- Ability to supervise professional and clerical staff and work with team members from partner agencies
- Ability to work independently to carry out projects from beginning to completion
- Ability to develop action plans demonstrating timelines and deliverables.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

Job Description: Project Manager/International Students Program

Created: June 5, 2017