**Title:** Coordinator of International Student Activities and Advising  
**Reports To:** Associate Director of Global Programs of the Office of International Training and Professional Studies

**Primary Purpose**  
The coordinator is a full-time position within the Office of International Training and Professional Studies. The coordinator will serve as the primary contact for new international students attending Bloomfield College’s Global Initiative Programs (GIP). The coordinator will plan all international student arrival services and orientation programs serving 200-300 students each winter and summer in addition to another 50-75 each spring and fall. He/she will be responsible for orientation practices, arrival services, and providing support to all international students. The coordinator provides administrative and logistical support to the department with direction from the Associate Director of Global Programs. He/she will coordinate the Global Programs transportation and housing needs, orientations, plan program events/trips and assist students as needed.

**Principal Function and Responsibilities**

- Organizes orientation programs, cross-cultural events, and informational workshops for international students
- Coordinates all the logistical needs of programs including, but not limited to, student housing arrangements, all details of transportation and scheduling of classroom space
- Coordinate pre- and post-arrival of incoming new International Students including:
  - Respond to student emails regarding arrival at Bloomfield College
  - Maintains accurate and updated files and documentation for international students
  - Collaborate with Admissions to maintain accurate database of expected arrivals each semester
  - Receives, registers, and orients new and potential students as needed
  - Schedule transportation from airport to Bloomfield College
    - Keep current list of private vendors for transportation, hotels etc.
  - Coordinate housing arrangement for new students
- Coordinate New International Student Orientation
  - Coordinate Shopping Trips
  - Coordinate all housing for GIP students both on and off campus in coordination with Student Affairs and Student Housing
  - Assist in the scheduling of classroom space
- Coordinate all events scheduled for GIP programs
  - Prepare event materials
  - Schedule speakers and space
  - Oversee all event details to ensure the success of each event
o Organizes and leads excursions both locally and out of the area for international students.
  o Organizes GIP Weekly Shopping
  o Liaison/Organizes Semester Activities
  o Liaison to Bloomfield Campus wide activities and events

- **Office Duties**
  o Assist the Associate Director of Global Programs to identify and implement best practices for related processes, policies and procedures
  o Maintain a master list of current students/records
  o Assist with overall office Crisis Management/Emergency plan
  o Other duties as assigned by Associate Director of Global Programs
  o Participates in staff development activities, including regular staff meetings
  o Works cooperatively with all other staff members including program instructors, both within the division and with the campus at large, to maximize the short and long term success of the programs
  o Supports ITPS to create promotional materials and proposals
  o Helps to problem solve across the organization

**Required Qualifications**

- This position requires extended hours and limited time off during peak seasons (December/January and June through August.) Night and weekend work is required. Occasional weekend travel to cultural events and field trips will be required.
- A requirement of this position will be to drive department vehicles when necessary
- Bachelor’s degree
- Familiarity with F-1 and J-1 regulations and SEVIS
- Valid driver’s license and a clean abstract
- Experience working with international students

Must be detail oriented with strong customer/client service skills, able to communicate clearly and effectively, able to work independently with minimal supervision; and, able to work on various large projects simultaneously. Strong administrative skills, including MOS 2010 and Excel.

**Compensation:**

Competitive salary and benefits package.
To apply please send cover letter, resume and references to Mr. Joonseob Park, Associate Director of Global Programs, International Training & Professional Studies, Bloomfield College via email to joonseob_park@bloomfield.edu or fax to 973-743-3795

Applications deadline is October 31, 2015
Anticipated start date is December 1, 2015