Office of International Training and Professional Studies

Title: Coordinator of International Programs and Activities
Reports To: Director, Office of International Training and Professional Studies

Basic Function:
The coordinator is a full-time position within the Office of International Training and Professional Studies of Bloomfield College. The coordinator provides administrative and logistical support to the department with close direction from the Assistant Directors of International Programs. The coordinator will assist in the coordination of the department’s transportation needs, orientations, plan program events/trips and assist students as needed and will support department staff members and problem solve as required. An essential area of responsibility is to provide support to all international students. Evening and weekend hours required, as well as driving students to/from places.

Principle Function and Responsibilities:
- Coordinates all the logistical needs of programs including, but not limited to, student housing arrangements, all details of transportation and scheduling of classroom space
- Assists in document gathering and processing of information as is related to international student visa status
- Handles all purchasing of materials and supplies as they apply to incoming international students
- Coordinates all events scheduled for programs including, but not limited to, preparing materials, scheduling speakers and space; and, all other details to ensure the success of each event
- Assist in registering students and processing students/instructor payments as needed
- Maintains orderly and updated file documentation for students
- Receives, registers and orients new and potential students as needed
- Participates in staff development activities, including regular staff meetings
- 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
- Supports ITPS to create promotional materials
- Helps to problem solve across the organization
- Helps with design of new programs/services or concepts
- A requirement of this position will be to drive department vehicles when necessary

Required Qualifications:
- Bachelor’s degree
- Valid driver’s license and a clean abstract
- Experience working with international students
- Available to work flexible day, evening and weekend hours

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.

Compensation:
Competitive salary and benefits package.
- To apply please send cover letter, resume and references to Soyun Park, Assistant Director, International Training & Professional Studies, Bloomfield College via email to soyun_park@bloomfield.edu or fax to 973-743-3795.

Applications deadline is April 29th, 2016
Anticipated start date is June 1st, 2016