

INTERNATIONAL RELATIONS ACTIVITIES COORDINATOR PART-TIME POSITION

JOB DUTIES AND RESPONSIBILITIES:

- Prepare student **pre-arrival logistics** including:
 - Reserving vehicles and arranging appropriate transportation for Airport pick-up runs at the start and end of each academic term
 - International Relations Programs Information Packet
 - Preparing snack packs and managing the Bedding Pack Program
- Facilitate **special activities and programs during International Student Orientation** at the start of each semester. This might include shopping excursions to local businesses to get items required for the student rooms, fun nights with special getting to know you activities.
- Facilitate a **transfer trip to another higher education institution** each fall specifically geared toward the needs of international students. Talking with International Student Advisors about transfer requirements, scholarships, etc. and speaking with current international students from that institution. In the fall, this may fall on the Professional Development Day, so that no student will miss a class.
- Coordinate the **Friendly Family program**. This will include:
 - Recruiting both students and families to participate in the program.
 - Host one group function a semester that brings families and students together.
 - Match students with families, and follow-up within the first month of placement with both to ensure that there is a good fit and active participation.
 - Follow-up at the end of each term & provide assessment tool to students and families.
- Coordinate weekly **“Conversations Corner”** to provide students the opportunity to practice English.
- Facilitate **opportunities for students to take care of personal business** on a regular basis. This may include regular shopping excursion, bank days, etc.

- Serve as **Co-Advisor to the International Relations Organization**. This will include:
 - Facilitating Officer Elections & helping to reserve meeting space for club meetings, Food Shares and other special events.
 - Providing guidance to the leadership team during IRO meetings as needed.
 - Assisting to facilitate the Talent Contest in the fall and a student focused event in the spring.
 - Provide transportation assistance as needed.
- Administrate and manage the **International Speakers Bureau** program that matches community organizations, groups, or schools with international students to share about their country and culture. Regular monthly programs include:
 - The Lunch & Learn program in the Learning Commons
 - International TAG program at Woodruff Memorial Library
 - International Friday Fillers program at Woodruff Memorial Library
- Other duties as assigned.

PART-TIME POSITION: 24 hours per week

Minimum Qualifications: Good Communication Skills
Proficient with Microsoft Office applications
Valid Driver's License

Preferred Qualifications: CDL and/or van driving experience
Good knowledge of Facebook and WhatsApp Applications
Experience working with diverse population

COMPENSATION: \$15/hour

Application Process:

Submit the following: Cover letter addressing the minimum and preferred qualifications; resume; names and phone numbers of three professional references; and unofficial transcripts

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Application Deadline: December 3, 2020