

## **JOB DESCRIPTION**

**Title:** Program Coordinator, Global Education

**Supervisor:** Director of Global Education

**Department:** Undergraduate Dean's Office

**Status:** 12 months, 1.0 FTE, exempt

**Location:** Bryn Mawr College

## **RESPONSIBILITIES**

### **GLOBAL EDUCATION PROGRAM MANAGEMENT**

- Assist students in the review of available study abroad program options, processes, deadlines, and costs, to help identify those that best meet their academic, professional, and personal goals.
- Respond to inquiries from students, parents, faculty, and staff in person, via phone and by email.
- Maintain several different databases and websites supporting the study abroad application and pre-departure preparation processes.
- Support the Director in managing student pre-departure documentation, including producing letters in support of visa applications.
- Support data collection, program assessment, and report preparation to support department and division strategic goals.
- Spearhead promotion, recruitment and outreach programming and activities for students highlighting study abroad programs.
- Plan and manage dynamic and informative student programming, such as info sessions, summer global opportunities fair, program representative visits to campus.
- Recruit, train, and supervise Study Abroad Student Coordinators.
- Create and manage a student peer mentor program.

### **FELLOWSHIP PROGRAM MANAGEMENT**

- Create fellowship specific informational materials for different majors and areas of interest.
- Help plan and promote workshops to support various fellowship opportunities.
- Assist with data collection and management to support department and division strategic goals.
- Support the Fellowships Advisor in tracking student progress through the application process.

- Help with alumni outreach and communication for previous fellowship recipients.

## **COMMUNICATION & EVENT MANAGEMENT**

- Manage content development and coordinate updates to websites, Moodle pages, Instagram, etc. for Global Education and Fellowships.
- Event promotion including communication through daily digest, academic events listserv, email, and through social media channels.
- Create print brochures and online tutorials to disseminate information.
- Develop and sends BMC Abroad quarterly newsletter.
- Set up and monitor distribution of event and program evaluations to participants.
- Coordinate events, including making room reservations, food and supplies, multi-media requests, room set-up, supplies, and scheduling.
- Support planning and logistics for high profile meetings, including the Travel Safety Council, the Study Abroad Committee, and various fellowship review committees.

## **STUDENT ADVISING SUPPORT**

- Answer student questions regarding study abroad and fellowship opportunities
- Study abroad application management in Bionic.
- Collaborate with Director on outreach to increase participation and retention of underrepresented students
- Assist with development of initiatives to expand support of underrepresented students while abroad and upon reentry.
- Provide recommendations for automating, refining, and streamlining systems and processes.
- Performs miscellaneous administrative duties as assigned.

## **QUALIFICATIONS**

- Bachelor's degree and one year of relevant experience in the context of higher education.
- Excellent verbal and written communication skills.
- Demonstrated cross-cultural sensitivity and experience working with diverse populations
- Strong organizational skills, including developing systems and processes, problem solving and priority setting.
- Strong interpersonal skills, including the ability to work effectively with a college student population and with individuals from a variety of backgrounds and diverse populations.
- Ability to work both independently and collaboratively in a team environment, and to develop strong relationships with students, alumnae/i, organizations, faculty, and staff.
- Self-starter, energetic, flexible.
- Knowledge of social media, web-editing platforms, college data management software.

- High degree of accuracy and attention to detail.
- Ability to exercise good judgement and discretion in dealing with sensitive information and confidential matters.
- Ability to use a variety of specialized software and databases, including proficiency with Word, Excel, PowerPoint, and other Microsoft Programs.
- Commitment to diversity, equity, and inclusion.
- Able to coordinate, attend occasional evening, and weekend events.
- Experience living, working, or studying overseas is preferred.
- Master's Degree in International Education, Higher Education Administration or related field preferred.