



Posting Date: April, 2023

Position: Study Abroad & Multicultural Program Coordinator

Department: Student Engagement & Leadership **Hours per Week:** 40 hours

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a full-time Study Aboard & Multicultural Program Coordinator located in Milwaukee, WI. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Administrative Responsibilities

1. Partner with Marketing/Graphics to create and update promotional materials for study abroad.
2. Serve as an active member of the Department of Student Engagement & Leadership, supporting its mission and office operations.
3. Maintain relationships and MOUS with exchange partners.

Study Abroad Program Management

1. Collaborate with exchange partner universities, third party program providers, and Alverno faculty to ensure meaningful short-term and long-term study abroad opportunities for students.
 - a. Coordinate all aspects of the process including program development, maintenance, partner agreements, admission application coordination, visa applications (when required), etc.
 - b. Partner with faculty and the Director of Student Engagement to manage all aspects of short-term study abroad programs including development, promotion, travel arrangements, budget planning and expense reconciliation.
2. Advise Alverno students throughout the study abroad process.
3. Maintain and update partnership agreements.
4. Coordinate the annual study abroad fair.
5. Creatively promote study abroad opportunities and increase student participation each year.
6. Serve as the emergency contact for study abroad participants while abroad.
7. Maintain and review data on study abroad program participation and success.



8. Oversee the insurance plan for study abroad students and faculty who lead short-term programs.
9. Participate in the scholarship program for students who study abroad.
10. Communicate with students while they are abroad. Consult with appropriate resources in an effective and timely manner for problem resolution, crisis avoidance, and crisis response.
11. Assist students upon return from study abroad with questions related to program evaluation, readjustment, credit transfer, promoting study abroad to peers, etc.
12. Coordinate and teach or co-teach INS 198/298.

International Student Program Responsibilities

1. Serve as primary international student advisor with responsibilities in SEVIS (Must be a U.S. citizen or U.S. Legal Permanent Resident per federal guidelines) as a DSO and ARO for the degree-seeking and exchange international students. Serve as academic advisor for exchange students.
2. Collaborate with Admissions to ensure a smooth transition from admission to matriculation. Provide pre-arrival support.
3. Advise incoming exchange students and their dependents on issues related to immigration, cultural, social, and academic concerns.
4. Interpret and apply U.S. immigration regulations and policies/procedures concerning F-1 & J-1 immigration benefits related to maintenance of status.
5. Stay informed on federal and state regulations impacting F-1 and J-1 immigration and best practices in the field of immigration compliance and advising
6. Serve as the lead coordinator for specialized short term inbound exchange programs.
7. Maintain relationships with exchange partner universities as it relates to J-1 exchange programs.
8. Collaborate in the coordination of marketing materials for international students.
9. Oversee the international student insurance component.
10. Serve as the campus emergency contact for international students

Student and Multicultural Development

1. Collaborate with Assistant Director and Res Life Activities Coordinator on developing a robust and diverse activities calendar.
 - a. Contribute programs to the department activities calendar (i.e. study abroad fair, international night, awareness months, etc.); share in supervision of events
 - b. Assist with graduation cultural ceremonies
2. Plan and facilitate orientation for new international and exchange students
3. Coordinate host family programs for international students in partnership with domestic students, faculty, and staff.

College Responsibilities

1. Participate in department meetings, retreats, student programs, and official college functions (i.e. Commencement, Convocation), and other duties as assigned
2. Participate in student recruitment events, classroom visits, etc.
3. Maintain communication with other colleges, professional peers, and organizations (e.g. WAICU, NASPA) in order to remain current in areas of responsibility
4. Remain updated on trends and issues related to study abroad, international/exchange, and multicultural programs



5. Maintain professionalism and confidentiality with sensitive information
6. Support college efforts in retention. This includes connections with students and keeping data such as attendance trackers for activities and benchmark data
7. Comply with safety procedures and maintain clean and orderly work areas.
8. Perform other tasks as necessary to support the mission of the College.

Qualifications and Education

- Bachelor's degree required. Master's degree preferred.
- Demonstrated understanding of student development, racial identity development, and complexity of social identities, as well as social justice concepts.
 - a. Ability to work effectively with individuals and groups from a variety of identities, specifically, but not limited to, Latino, Asian, Muslim, African American, and LGBTQ communities
- One year of professional experience in study abroad, international education coordination or project management preferred.
- Must be a U.S. citizen or U.S. Legal Permanent Resident per federal guidelines for SEVIS access.
- Requires the ability to work with and maintain confidential information.
- Ability to work independently as well as collaborate with others.
- Requires excellent written and oral communication skills including the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write, and complete documents such as reports, newsletters, and general correspondence.
- Requires a working knowledge of Microsoft Office and database systems (e.g. PeopleSoft, Colleague, Jenzabar)
- Requires strong organizational skills and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.
- Requires strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
- Requires valid driver's license with a driving record that meets the qualifications of an Alverno driver.
- Requires the ability to move throughout the facility and grounds. Must have the ability to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Must have the ability to talk and hear. Specific vision abilities required by this job include close vision and color vision.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>



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Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity