



1/25/10

POSITION ANNOUNCEMENT

608

POSITION TITLE: PROGRAM COORDINATOR**DEPARTMENT: INTERNATIONAL PROGRAMS, ASIA
UNIVERSITY EXTENDED EDUCATION****HOURS: FULL-TIME (ABILITY TO WORK A FLEXIBLE SCHEDULE WHEN
REQUIRED, INCLUDING EVENING AND WEEKEND HOURS)****STARTING SALARY: \$34,000 - \$42,000/YEAR****Position Summary:**

Under the direction of University Extended Education's (UEE) program director of International Programs, Asia (IPA), the program coordinator will help implement the IPA programs to the program participants' satisfaction.

Responsibilities:

With minimal supervision, the incumbent exercises considerable judgment to effectively carry out the following responsibilities:

1. Prepare and show IPA PowerPoint presentations for international training delegations and visitors.
2. Follow up with IPA current and potential cooperation partners.
3. Serve as a program coordinator for IPA groups coming to and from overseas to participate in educational and cultural programs. Assist in developing procedures of implementing programs.
4. Conduct activities and serve as the first point of contact for IPA program participants and instructors.
5. Assist IPA program participants through the application process.
6. Work with International Student Services to help IPA program participants in housing, health insurance, etc.
7. Arrange for field trips and field work for IPA program participants.
8. Conduct campus tours for international training delegations and visitors. Organize welcome/farewell receptions and other events for international training delegations and visitors including preparing agendas, remarks for university administrators, etc.
9. Provide supervision on administrative office work for IPA program assistants.
10. Work as the translator and interpreter in different disciplines. With the help of translators in other languages, provide quality translation and interpretation services for the non-English speaking groups from other countries.
11. Make travel arrangements for IPA unit.
12. Ensure and enhance customer services for international training delegations and visitors.
13. Support IPA program operation as requested.

Education:

A Bachelor's Degree or equivalent is required. A Master's Degree is preferred.

Qualifications:

1. Demonstrated strong commitment and passion to international education;
2. Minimum three years of related experience;
3. Familiarity with current international business practice;
4. Technical and business translation experience highly preferred;
5. Experience in working with multiple managers, shifting priorities and diverse individuals and having the ability to take initiative and work independently.
6. Knowledge and experience using computer software for educational programs, including database and Microsoft Office experience.
7. Highly developed interpersonal and communication skills both orally and in writing with international professional groups;
8. Exceptional customer service skills;
9. California driver's license and independent means of transportation to set up and organize off-campus events.

APPLICATION PROCEDURE: Submit application, resume and cover letter and three references to:

CSU Fullerton Auxiliary Services Corporation (ASC)

Human Resources Department

2600 E. Nutwood Ave., Suite 275

Fullerton, CA 92831

Fax to: 657- 278-1187

Email to: grusso@fullerton.edu

***Note:** to print an application got to our website www.csufasc.org. Go to "forms" and then click on "application" and download it. Be advised that you will not be able to save your information typed into this form. Be sure to print a copy or two before you close the form. You will then have to scan the application and attach to the email if you choose. You may also fax in your documents.

APPLICATION DEADLINE: February 12, 2010

The Auxiliary Services Corporation reserves the right to discontinue or modify any benefit offered by the Foundation.

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