

**MICHIGAN TECHNOLOGICAL UNIVERSITY  
CLASSIFICATION DESCRIPTION**

**Job Title:** COORDINATOR, INTERNATIONAL ADMISSIONS  
**Department:** INTERNATIONAL PROGRAMS AND SERVICES/ENROLLMENT SERVICES  
**Salary Guideline:** MINIMUM \$27,379 - MAXIMUM \$56,857  
**Exempt (Y/N):** YES  
**Supervisor:** DIRECTOR, INTERNATIONAL PROGRAMS AND SERVICES

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**SUMMARY:** The International Programs and Services Office is seeking to fill its Coordinator of International Admissions vacancy with an enthusiastic, self-motivated, results oriented individual with a passion for student success. The Coordinator is responsible for the direct recruitment of new undergraduate English as a Second Language (ESL) and degree seeking international students. The Coordinator will work with prospective international students and their families, answering questions and assisting with the admissions process. The Coordinator will oversee the arrival process and ensure that students' pre-departure needs are met.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

- Functional supervision may be exercised over support staff and/or student assistants.
- Correspond with prospective students and their families in person, by telephone, and email.
- Execute a communication strategy to ensure that students are progressing through the admissions funnel in a timely manner.
- Develop relationships with high school guidance counselors, study abroad agents or advisors, and international alumni.
- Assist with foreign credentials evaluation and conversion to US equivalents.
- Oversee the arrival process and ensure that students' pre-departure needs are met.
- Serve as a resource to the Michigan Tech community on issues of diversity and globalization.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

**REQUIRED:**

- Bachelor's degree.
- One year of full time experience at a college or university (undergraduate or graduate) in international admissions, enrollment services, student development, or closely related area.
- Excellent intercultural, interpersonal, and oral/written communication skills.
- Commitment to diversity and globalization in higher education.
- Basic computer and software competency.
- Experience with advising students.
- Citizen or lawful permanent resident.

**DESIRABLE:**

- Three years of full time experience in international admissions, enrollment services, student development or closely related field.
- Previous experience working with SEVIS and advising F-1 students.
- Prior knowledge of foreign credentials evaluation and educational systems around the world.
- Intermediate knowledge of language other than English.
- Experience studying, living, or working abroad.

**COORDINATOR, INTERNATIONAL ADMISSIONS – INTERNATIONAL PROGRAMS AND SERVICES/ENROLLMENT SERVICES**

**OTHER SKILLS AND ABILITIES:**

**REQUIRED:**

Demonstrated ability to achieve quantitative goals and objectives.  
Demonstrated ability to creatively plan, organize and execute complex events.  
Demonstrated ability to work with little supervision and as a team.  
Demonstrated understanding of student development theory and a commitment to student success.  
Evidence of commitment to enhancement of diversity and globalization in a higher education setting.  
Demonstrated ability to work effectively with international students and families.  
Demonstrated willingness to work evening and weekend hours.  
Demonstrated ability to function effectively in stressful and fast-paced work environments.  
Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty and staff.

**DESIRABLE:**

Demonstrated knowledge and expertise of today's students and ability to steer priorities.  
using institutional strategic planning directives.  
Experience being a results-oriented, charismatic, self-disciplined, willing risk-taker with a genuine interest in the success of all students.  
Demonstrated knowledge of the latest in computing and technology for the enrollment services area.  
A positive attitude towards innovation and creativity, a strong work ethic, and a sense of humor.