Classification Specification for Unclassified Service

**Title:** Recruitment and International Support Specialist

**Pay Scale Group:** 17-1

**Essential Function**

Under the direction of the Director of International Admissions, work with faculty, staff, students, and alumni to develop a comprehensive strategy for recruitment and retention of international students. Emphasis will be placed on strategic enrollment growth, implementing retention strategies for international students and assisting international undergraduate/graduate students’ acclimation to campus culture.

**Characteristic Duties**

Provide training, leadership and assistance to support areas in the University working with international students (i.e., academic advisors, admissions officers etc.) to improve support services for international undergraduate students and assist students and faculty engaged in campus internationalization efforts.

Coordinate efforts to assist undergraduate/graduate students from the initial stage of recruitment through their first year at the university, including the enrollment and course registration procedures. Make recommendations and help implement policies, procedures and support services that will significantly improve the academic and cultural acclimation of international undergraduate students and retention rate.

Determine priorities and resource needs of international student population and make recommendations/implement support services that will provide guidance needed for development of skills required for successful college studies and career planning.

Develop and implement new programs and services related to globalization, including identifying and supporting American students interested in engaging with international students and helping increase campus knowledge and appreciation of other languages and cultures.

Oversee the staff of the admissions/recruitment office at international location(s).

Teach undergraduate courses related to cross-cultural learning and communication.

May develop and manage associated budget(s).

**Minimum Qualifications**

Bachelor's degree with three (3) years of experience. Degree must be in Education, School Counseling or a related field. Experience must be in managing recruitment and retention efforts, including managing and training educational agents that recruit for American universities. Fluency in written and spoken English and Mandarin required. Must demonstrate English proficiency through achievement of an undergraduate or graduate degree from an accredited U.S. university or submitting a TOEFL score of 100 or IELTS overall band score of 7.5.