

APPLICATION
Program Coordinator for ISA
International Student Association
2019-2020

Job Summary:

The International Student Association (ISA) Program Coordinator is responsible for the overall coordination of the ISA, monitoring the budget, coordinating programs and events, publicity, and implementing day-to-day activities. The coordinator is responsible to the Office of Student Programs, and other constituents as a representative of the Programs. The Program Coordinator represents and advocates on behalf of International students, promotes its culture and events, and furthers inclusion.

ISA Program Mission:

We strive to encourage and support diversity on our campus, and we aim to increase the appreciation of cultures, traditions, customs, and languages of global communities among our fellow students. Through this awareness and by working together on activities, cultural events, and volunteer opportunities, we build life-long friendships and respect for one another.

KEY RESPONSIBILITIES:

Increase Visibility

- Actively promote ISA through venues, such as: publicity, advertisements, and participation in events
- Create and adapt programming to promote and further the mission of ISA. The programming should be appealing, relevant, and successful at drawing membership from all portions of the International community. It can include: speakers, special events, workshops, lectures, discussion groups, and more.

Create Program Infrastructure

- Create and maintain program resources like a newsletter, blog, email lists, and more
- Recruit new members for the program
- Work with the Office of International Education and Global Initiatives to assess, define, and further develop the program

Program Management

- Develop annual budget for the ISA, and submit it for approval according to the guidelines established by the Student Services and Activities Fee Committee

Other

- Maintain a good working relationship with t OIE, ASG, Programs, and other agencies
- Establish, plan and attend weekly ISA meetings and ISA Adviser meetings
- Act as representative and advocate of the issues and concerns of ISA students on campus and in the community
- Maintain a 15 hours/week work schedule
- Attend summer training. No date has been set yet.

Position: Student Program Coordinator

Salary: \$13/hour (Maximum 15 hours/week)

Application Opens: May 15, 2019

Application Closes: May 31, 2019

Application review begins: June 3, 2019

Interviews begins: June 5, 2019

Name: _____ **Student ID #** _____

Phone # _____ **Email** _____

Address _____

APPLICATION MUST BE SUBMITTED TO:

Student Programs C212
Bellevue College
3000 Landerholm Circle SE
Bellevue, WA 98007-6484

STUDENT PROGRAMS OFFICE HOURS:

Mon – Thurs 8 a.m. – 7 p.m.

Fri 8 a.m. – 5 p.m.

MINIMUM QUALIFICATIONS: Applications must meet the minimum qualifications to apply.

- Candidates must have a minimum 2.5 **cumulative** BC GPA **or** 2.5 **quarterly** BC GPA for two consecutive quarters. The GPA will default to whichever is highest.
- Candidates must have completed 12 BC credits at the time of application
- Candidates must maintain a minimum quarterly GPA of 2.5 if hired
- Candidates must maintain a minimum of 5 credits per quarter if hired
- International F-1 student candidates must be in good immigration status

DESIRED QUALIFICATIONS:

- Experience with and awareness of issues and/or concerns of ISA students both on campus and in the community
- Demonstrated experience creating a welcoming and open environment while supervising others
- Ability to develop and adhere to a budget while maintaining records
- Ability to communicate clearly with students, administrators and faculty
- Awareness of resources, both on and off campus
- Volunteer or employment experience with Student Programs
- Previous experience promoting events and resources to a target audience
- Demonstrated proficiency in planning, coordinating and implementing cultural and educational programs/services
- Experience with social media such as Facebook, Twitter and other similar programs
- Commitment to working Fall '19 through Spring '20

REQUIRED DOCUMENTS TO SUBMIT WITH THE STUDENT PROGRAM COORDINATOR APPLICATION:

To be considered for this position, applicants must meet the minimum qualifications and must submit a **complete application packet which includes the following***:

- **One letter of recommendation** from a Bellevue College staff/faculty member or administrator
- **Resume****
- **Letter of Intent** that answers the following questions:
 1. Which skills and strengths do you possess that will enable you to be successful in the position for which you've applied?
 2. What elements do you think are necessary in developing a program?
 3. Describe your experience working with different constituent groups
 4. Describe how you are involved on campus and your community.
 5. What experiences do you have working with the International community?
 6. Describe a community service experience you have had and what you learned from that experience
 7. What is your vision for ISA at BC?

*Items that are submitted in addition to those listed above will not be taken into consideration to insure equality.

**If you need assistance in creating a resume, the BC Program for Career Connections is available for you in Bellevue College at B231.