Duke University • Division of Student Affairs

Position Description

Job Title: Student Development Coordinator
Job Code/Level/Family: 1225/10/28
Department: International House
Supervisor: Associate Director, International House
Position Status: 1.00 FTE, Exempt
Schedule: Monday-Friday 8 am-5 pm, occasional evening and weekend

Nature of the work and responsibilities:
The Student Development Coordinator at International House plans, coordinates, and administers activities that help international students, scholars, and their families adjust to Duke University and Medical Center as well as the surrounding communities. The Student Development Coordinator also collaborates with various university administrative offices and academic departments and community organizations to develop programs that promote cross-cultural awareness and understanding. S/he also counsels international students, scholars and spouses with issues they present.

Duties

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<th>Duties</th>
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<tr>
<td>1</td>
<td>Plans, organizes, and coordinates assigned orientation programs such as Graduate/Professional Student Orientation, Undergraduate Student Orientation, Parent/Family Orientation, Global Engagement Program, and extended orientation (CLG Series). Creates publicity and marketing materials for the assigned program; updates relevant information online. Recruits, trains, and supervises orientation volunteers, including IHOPs (International House Orientation Peers)</td>
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<td>Recruits and trains participants for education and social programs such as International Friends Program, Duke Language Partners, English Conversation Club, and Spanish Conversation Club; organizes related activities. Create publicity and marketing materials for the assigned programs, both in print and online. Plans and organizes the following activities: Parent’s Weekend Dinner, Children’s Holiday Party, Winter Break Housing, and Farewell Party. Conducts Scholar Orientations, and trips to off-campus locations (e.g., Social Security Office, Department of Motor Vehicles, etc.) Maintains Intlhouse and IntlFlash list-serves on a regular basis</td>
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<td>Advises student culture organizations (i.e., International Association). Provides counseling on an individual basis and on-going advocacy on pertinent issues.</td>
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<td>Delivers and supports educational activities pertaining to community engagement, intercultural/international education, and leadership development. Participates in institutional, state, regional, and national professional training opportunities, including Student Affairs Program Coordinator group. Keeps abreast of latest knowledge and research in intercultural education.</td>
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<td>Cultivates and maintains relationships with Student Affairs units, academic departments, and other university offices as well as community and alumni organizations that support the mission of the International House.</td>
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<td>Trains and supervises undergraduate student staff.</td>
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Minimum Requirements

- Master’s Degree
- Experience in program administration, academic/instructional or counseling activities.
- Cross-cultural knowledge and sensitivity.
- Experience living abroad.
- Computer literacy including Microsoft Office and skills in social media and video production, Photoshop, and Adobe InDesign.
- Skills in social media and fluency in a second language preferred.

Additional Job Specific Skills and Competencies

- Knowledge of and experience working with international and transcultural populations.
- Excellent writing, verbal and interpersonal skills, with a proven ability to work in a team environment. Outstanding organizational skills with ability to handle multiple projects/priorities and meet deadlines.