Duke University • Division of Student Affairs
Position Description

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
1. Plans, organizes, and coordinates International Undergraduate Student Orientation, and assists in other assigned orientations. Creates publicity and marketing materials for the assigned program; updates relevant information online. Recruits, trains, and supervises IHOPs (International House Orientation Peers) as well as early move-in volunteers. 25%
2. Develops the curriculum and identifies co-facilitators from relevant departments/offices for the IHOP Training Program; recruits and trains participants for education and social programs such as the IHOP Program and organizes related activities. Creates publicity and marketing materials for the assigned programs, both in print and online. Plans and organizes the following activities: Global Café and International Awards Program. Assists with extended orientation series (CLG workshops). Conducts new Scholar Orientation once a week. Drives 12-passenger van for trips to off-campus locations (e.g., Social Security Office, Department of Motor Vehicles, etc.) 25%
3. Provides counseling on an individual basis and on-going advocacy on pertinent issues. Advises student culture organizations (i.e., International Association) 15%
4. Delivers and supports educational activities pertaining to community engagement, intercultural/international education, and leadership development, such as ISDP (Intercultural Skills Development Program), Intl Administrator Workshop (twice a year), and Business Workshop (once a year). 10%
5. 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. 10%
6. Trains and supervises student staff. 10%
7. Participates in institutional, state, regional, and national professional training opportunities, including Student Affairs Student Development Coordinator group. Keeps abreast of latest knowledge and research in intercultural education. 5%

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.
- Valid US Driver’s License required to drive 12-passenger van and DMV background check.