



## PASADENA CITY COLLEGE INTERNATIONAL STUDENT CENTER

# ASSISTANT COORDINATOR, INTERNATIONAL STUDENT CENTER



### WHO WE ARE

Pasadena City College's International Student Center is the one-stop center for all prospective, continuing and graduated international students. We serve approximately 500 international students every year and provide advising, counseling, and enriching and culturally sensitive experiences for all students in our program.



### WORK HOURS AND COMPENSATION

Up to 40 hours a week, Monday to Friday, between 8:00AM - 4:30PM.

Some occasional hours beyond 4:30PM may be needed to accommodate our international students and time zones.

\$19/hour up to 900 hours per fiscal term



### WHO WE ARE LOOKING FOR

We are searching for one Assistant Coordinator. Preference for coordinators who have:

- Demonstrated interest in working with international and exchange students
- Strong interest in developing and enhancing student-centered experiences for international students, which includes admissions, retention and graduation initiatives
- Interest and experience using a variety of social media platforms (such as Instagram, tiktok, facebook) and student technology platforms (such as Canvas, Campus Labs, Blackboard)
- Ability to work with team members and students in a diverse environment
- Strong written and interpersonal skills
- Strong problem-solving and critical thinking skills
- Ability to communicate proficiently in another language other than English
- Ability to use Microsoft Office suite and Google suite



### PRINCIPAL DUTIES

- Develop and implement communication plans to prospective, incoming and continuing international students
- Assist in devising, planning and coordinating culturally and academically enriching events and programs for current PCC students
- Sit as a member of the college's Committee on International Education, which supports programming and efforts to increase international understanding and exchange at PCC
- Develop and maintain social media presence through the use of web platforms such as Facebook, WeChat, Instagram, tiktok, LinkedIn, Twitter, e-newsletters, etc.
- Access and maintain confidential records, including creating, organizing and managing new student applications and continuing student records
- At request of supervisor, perform other duties as assigned.

### SEND COVER LETTER AND RESUMES TO:

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