



BENNETT COLLEGE

Job Posting

Title: Project Coordinator

Date of Posting: 09/23/16

Closing Date: Until Filled

Job Code: 16-0924BLT

Department: Center for Global Studies/Academic Affairs

Reports To: Director, Center for Global Studies

GENERAL SUMMARY:

The Project Coordinator assists the director in the management of the Center for Global Studies related to the four major components of the center's work: the Global Studies Minor and Certificate; Study Abroad; International Students and Scholars; and campus programs. The primary areas of responsibility for the Project Coordinator are developing and managing international experiences for faculty, staff and students, including Study Abroad; developing and marketing campus-wide programs, workshops and presentations related to faculty, staff and student access to international opportunities.

ESSENTIAL JOB FUNCTIONS:

- Assist in the identification of international travel and study abroad experiences for faculty, staff and students
- Research grant opportunities in furtherance of the Center's work, especially related to international experiences
- Assist in the development of presentations and workshops related to international opportunities for Bennett faculty, staff and students.
- Advise and prepare students, faculty and staff for experiences abroad, including assistance in selecting appropriate programs
- Coordinate the study abroad application process for students and assists in compliance with registration and other attendant

components, such as course approval and transfer credit requirements

- Prepare students for study abroad, including pre-departure orientation and campus re-entry upon return
- Assist in developing informational materials, including handouts and brochures, for campus programs about international experiences, such as study abroad fairs, international education week activities, ACES programs, and campus visits by program representatives.
- Assist with special projects and other duties as assigned, including preparing marketing materials for the various aspects of the center
- All other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of higher education preferred
- Knowledge of study abroad programs for college students preferred
- Knowledge and experience in using social media to market and connect with students
- Skills in standard office software, such as Microsoft Word, PowerPoint, Publisher and Excel required
- Skills in resource management and the ability to seek new resources for support of programs and activities of the Center required
- Excellent oral and written communication skills
- Ability to prioritize multiple tasks and meet established deadlines
- Strong interpersonal skills
- Ability to work within a diverse community
- Ability to work independently

EDUCATION AND EXPERIENCE:

Required:

- Excellent data management skills and substantial cross-cultural and/or international experience.
- Supervisory experience in a college or university setting

Preferred:

- Bachelor's degree from a regionally accredited institution
- Professional experience working with faculty and students
- Some level of proficiency in a foreign language

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at www.bennett.edu)
 - reference Job Code **16-0924BLT**
- three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year)
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received ONLY by email at:
hr@bennett.edu

Resumes received without the job code will not be considered.

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.