



New Classified Hiring/Position Justification

Hiring Division/Department: Counseling (International Student Center) **Position Title:** Program Services Coordinator

Classification

Position type: Permanent Full Time # of months
Part Time X % of Full Time 48 # of months 12

Position: General Funds
Allocation: External Funds* District Expiration Date N/A

Budget Information

Grade 27 Step 1 Annual Salary \$55440/48%

Justification

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.
2. Explain how this position aligns with and supports the mission and strategic goals of the college.
3. Explain how adding this position will strengthen the department or division.
4. Explain how this work will be accomplished if the position is not filled.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

This position has been reviewed by the department or division and is recommended for hiring.

Dean / Director / Hiring Supervisor

Date

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1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

From AY13-14 to AY14-15, the international student unduplicated headcount nearly doubled from 53 to 95. In addition, the number of new international students have consistently doubled each spring semester within the last 3 years.

The International Student Center has been able to meet the needs of the increase of international student by increasing their international student ambassadors from 2 to 4. However, with the projected steady increase of admissions applications and enrollment of international students, relying on international student ambassadors is no longer a feasible option.

Reporting to the Dean of Counseling and under the supervision of the International Program Manager, the Program Services Coordinator, will respond to inquiries and applications for admissions by international students, process applications for admission, correspond with the students and their parents regarding admissions requirements, provide visa and scholarship information, and manage admissions and transfer records. The Program Services Coordinator will work with Cañada College administrators, faculty, and staff to coordinate activities that support the International Student Center.

The Program Services Coordinator position is a paraprofessional work to plan, implement, and maintain systems for responding to inquiries by international students regarding admissions to Cañada College and for processing international student admissions applications. Under direction, the employee assists in the planning and implementation of student recruitment, special events, and specialized international student services.

2. Explain how this position aligns with and supports the mission and strategic goals of the college.

Hiring a PT Program Services Coordinator within the International Student Center aligns with the College mission that “ensures that students from diverse backgrounds have the opportunity to achieve their educational goals...and understand and appreciate different points of view within a diverse community.”

The PT Program Services Coordinator will be instrumental in not only providing student-centered and personalized services to both current and prospective international students but they will play a critical role in increasing our international student population that would “create a diverse and culturally enriched community of global citizens,” one of the College’s strategic goals.

3. Explain how adding this position will strengthen the department or division.

The International Student Center’s mission is to provide individualized services to students, so they can achieve their personal, educational, and professional goals. ISC also promotes understanding and respect for diverse perspectives by providing college-wide opportunities for community engagement and cultural exchange.

Adding a PT Program Services Coordinator will ensure that the International Student Center can continue their commitment to providing individualized services. In addition, the additional staff will provide more time for the International Program Manager to provide college-wide opportunities for community engagement and cultural exchange that benefits all students, not just international students.

4. Explain how this work will be accomplished if the position is not filled.

If a PT Program Services Coordinator is not filled, the International Student Center will explore options to hire an unpaid intern. However, an intern will not be able to fulfil most of the duties of the Program Services Coordinator, particularly in regards to admissions processes.

In addition, the District has previously allocated funds for a FT Program Services Coordinator. A replacement was not hired because it was determined that the position was not required because the projected increase in international students did not occur. With continued overseas recruitment from the District and the College’s own efforts, an increase in international students is strongly projected.