



New Classified Hiring/Position Justification

Hiring Division/Department: Counseling/International **Position Title:** Program Services Coordinator

Classification

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

Position: General Funds X
Allocation: External Funds* _____ Expiration Date _____

Budget Information

Grade 27 Step 1-5 Annual Salary \$58,092-70,596

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.

With Supervision from the International Program Manager, the Program Services Coordinator position will be fully responsible for processing international student admissions, in addition to providing international student services including but not limited to maintaining international student records in SEVIS, working with and referring students to other student services offices on campus, implementing orientation and workshops, and recruiting prospective international students from partner language schools in the Bay Area.

Since Spring 2014, each Fall and Spring international student enrollment has increased by over 40% and 20% respectively, with the current total enrollment at 134. During the same period of time, international student applications have also increased by nearly 90%.

This projected increase will continue, since we have also applied to admit international students for our certificate programs as well. In addition, we anticipate in Spring 2017, a significant increase in applications because the new Silicon Valley Intensive English Program offered by SMCCD Community Education, will be graduating their first cohort of international students. This means that during the Fall 2016 semester, we will be receiving a significant number of applications that will need to be processed. In addition, the SMCCD International Education Team is currently looking at implementing a new online application platform to streamline data management between the application and BANNER.

Having a full-time Program Services Coordinator in place, will help in ensuring a smooth transition process.

Furthermore, SMCCCD has also allowed International Program Managers to participate in recruiting of international students overseas. The absence of a full-time staff will be detrimental to maintaining the level of services to international students.

2. Explain how this position aligns with and supports the mission and strategic goals of the college. Hiring a full-time 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.”

In order to maintain our level of personalized services to international students as well as keep up with the increased enrollment, an additional full-time 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 College has a responsibility to track the enrollment of all international students to make sure that they “maintain a full course of study” and are making “normal academic progress” towards completion. With increased international student enrollment, this monitoring still requires a high level of detail as well as assisting students on probation to ensure that they are on track to making normal progress and complete.

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

Currently, the International Student Center is staffed by 1 full-time Program Manager, 1 part-time Program Services Coordinator (20 hours total), and 4 Student Ambassadors (20 hours total).

If a full-time Program Services Coordinator is not filled, the International Student Center will continue to hire a part-time Program Services Coordinator or 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 our responsibility to comply with immigration regulations.

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.

Bricker, Lizette
Digitally signed by Lizette Bricker
DN: cn=Lizette Bricker, ou=Director, ou=Office,
ou=Student Services, ou=Learning, cn=Lizette
Bricker, email=brickerl@smcccd.edu
Date: 2016.02.17 10:10:41 -0800

Dean / Director / Hiring Supervisor

Date