

Oak Grove Lutheran School Position Description

Position Title: Admissions Associate and Coordinator - International Student Program

Reports To: Director of Admissions

Reviewed: April 2018

SUMMARY:

Full-time Position opening June 1: Admissions Associate and International Coordinator

We would like to communicate an opening for employment at Oak Grove starting June 1! The Admissions position is a vital role in our growing school! This role is ideal for someone who sincerely enjoys sharing the Oak Grove story and the opportunities available for students, one who enjoys working with diversity and international aspects and truly appreciates the relational experiences for new students and families.

The Admissions Associate and Coordinator will assist the Director of Admissions. This position will be responsible for management of the admissions and enrollment platform, processing new student applications as well as providing information to the business office related to student enrollment. The Admissions Associate and Coordinator also organizes the International Student Program which involves recruiting and screening student and host family applicants, facilitating orientations, and communication with students, organizations, host families, and classroom teachers. This position will be under the direct supervision of the Director of Admissions and will work with the middle school and high school principals and academic team.

Please consider the attached job description. If you or someone you know would be interested in this position, contact Kim Forness at 701-373.7114 or kim.forness@oakgrovelutheran.com.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages the admissions and enrollment platform including online student applications
- Builds and updates online re-enrollment and application forms when needed
- Assists with admission events such as Buddy Day, Open Houses, and Orientation events
- Assist with providing campus tours and information to prospective families
- Provide registration and enrollment information to the Business Office
- Clerical support to the Director of Admissions such as maintaining student rosters, preparing mailings to new and prospective families,
- Recruit students independently and through international organizations
- Maintain the international student application process through interviews and testing
- Recruit host families
- Serve as Oak Grove's PDSO (Primary Designated School Official) with SEVIS to ensure all international students meet government requirements to attend school in the United States
- Ensure appropriate documentation for international students is on file at Oak Grove or with the appropriate government agencies
- Advise international students and host families on personal, academic, and cultural issues
- Coordinate and organize international student activities and events, typically 2 a year
- Monitor and communicate academic progress as needed with host families

- Review and revise the International Student and Host Family Handbooks annually
- Follow up with seniors and students returning home for the summer
- Collaborate with marketing director to capture various international student experiences
- Other duties as assigned by the Director of Admissions or requested by Oak Grove Administration

SUPERVISORY RESPONSIBILITIES:

The International Student Program Coordinator acts as the supervisor and coordinator for the Oak Grove experience for international students and host families. This individual will work with the academic support staff to ensure that all English academic needs are being met through testing, tutoring and assisting as needed. These supervisory responsibilities will be carried out in accordance with Oak Grove policies and applicable laws. The program coordinator is responsible to address complaints and resolve problems among international students, host families, and school personnel.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability necessary to achieve this.

Required:

- Prior experience with human relations roles, teaching or similar role
- Bachelor's or Associates' Degree preferred. Minimum one year of post high school required.
- Confident use of the computer; Blackbaud program and database preferred
- Experience working with individuals from different cultures
- Understanding of the needs of students living abroad
- Commitment to diversity and humanitarian service
- Ability to provide outstanding customer service
- Ability to maintain a professional code of conduct and confidentiality
- Excellent interpersonal skills as demonstrated through working with others
- Excellent oral and written communication skills critical

Preferred:

- Knowledge of international administrative tasks
- Familiarity with academic operations
- Experience working with government agencies, such as SEVIS
- Experience working with international students

COMMUNICATION SKILLS:

- Read and interpret documents including foreign school records and government documents
- Create routine enrollment reports and
- Correspondence to international agencies and government agencies, domestic and abroad

- Speak effectively before administrators, staff, parents, and students
- Communicate clearly and concisely both in oral and written form
- Establish and maintain effective working relationships with students, staff and community

REASONING ABILITY:

- Solve problems and have common sense when working with different cultural aspects
- Work with a variety of concrete variables in situations where limited standardization exists
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, walk, stand, and drive a car. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to read information on a computer screen or in a document. The employee is required to be able to hear conversations in quiet environments. Due to the time differences between Fargo and international countries, the employee may be required to conduct interviews and conversations with international students, families, and organizations late at night or early morning hours. This person must also have a general understanding of culture or be willing to learn how culture affects students in their daily lives.

OTHER SKILLS and ABILITIES:

Ability to operate a personal computer and related software, along with a postal meter machine, office printers/copiers, fax machines, phone systems, cutting and folding machines, binders and laminating machines. Ability to develop effective working relationships with school staff, donors, alumni and the greater community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all Oak Grove mission, vision, and general operating policies.

EVALUATION:

The Director of Admissions will evaluate the successful performance of this individual annually.

Information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.