



JOB DESCRIPTION:	International Coordinator		
DEPARTMENT:	External Affairs		
REPORT TO:	VP of External Affairs		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	410135	DATE APPROVED:	14-APR-2021
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Provides essential organization among the different functions performed by the WNMU's Language Institute and other university departmental initiatives and programs related to the internationalization of WNMU led by External Affairs.

DUTIES:

1. Teaches introductory levels of the intensive English as a Second Language courses as scheduled by the Language Institute. Creates specialized introductory courses to be taught in a face-to-face environment and online modality as needed.
2. Coordinates international activities and implementation agreement among the Language Institute, grant personnel, community colleges in New Mexico and Arizona, and all other external institutions.
3. Assist Douglas Community College, through our International Initiatives Office, build their international programs in the areas of ESL compatible with WNMU academic programs.
4. Coordinates the transfer from student opportunities from other Colleges and Universities to WNMU, specifically, but not limited, to international students. Creates a process for such transfer and transition of students. Works on creating a partnership with other Institutions for the expansion of our dual degree programs and co-certifications in areas of Applied Tech and External Affairs and co-certifications.
5. Assist international students in educational and career goals to complete their academic objectives at WNMU.
6. Serves as a liaison to international students experiencing academic and cultural adjustments. Serves as liaison to develop and conduct transition activities for students.
7. Administers and translates various assessment tools used in academic and career needs of students. Assists in maintenance website resources in both English and Spanish to promote international awareness.
8. Develops a strong working knowledge of technical support software systems and social media tools to promote university and international programs.
9. Organizes, plans, and implements new student orientations, check-ins and checkouts, and other informational programs international students need in the adjustment to life on campus and in the community.
10. Analyzes budgets and maintains databases for the Division of External Affairs in the areas of internationalization.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's degree in Education/International Relations or related field; or Bachelor's degree in Education/International Relations or related field with 2 years of experience; or Associate degree in Education/International Relations or related field with 4 years of experience. Bilingual (Spanish-English) required.

2. **Job Knowledge:** Knowledge working with Mexican Universities, specifically with Intercultural Universities, development of grants aimed at promoting international and indigenous education. Skill in establishing and maintaining strong interpersonal skills and ability to work effectively with
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4. a wide range of constituencies in a diverse community including staff, faculty, students, outside vendors, contractors, service agencies, local school personnel and various international, national, state and local agencies. Must be proficient in Canvas. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
5. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
6. **Other requirements:**
 - a. Requires a valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)