



ANNOUNCEMENT OF VACANCY

TITLE

POSITION: Office Coordinator & Coordinator of Admissions and Registration, Intensive English Program (IEP), Full-time with benefits - 30 hours per week

POSITION SUMMARY: Assists in IEP program management; maintenance of student records, files, and enrollment data; management of admissions and registration; assistance in the management of student orientation; course registration; related correspondence; planning of various IEP activities; support services to the program director and IEP instructors.

QUALIFICATIONS:

Education:: BA degree preferred. Course work in management and organization, business, foreign language, or public relations would be a plus.

Experience: Three years of experience with personal computers and office management, international experience, and familiarity with Mennonite or other agencies abroad. Interest in international students is a must. Some interest in foreign affairs, foreign language, and TESL is an advantage.

Special Skills: Strong verbal and written communication skills, office management skills, word processing, database, and spreadsheet capabilities. The ability to multitask. Interact with the public in a variety of settings. Do both routine clerical work and creative organizational management that includes creating procedures for tasks and seeing them through to completion. The ability to supervise an assistant and student helpers. Must be comfortable relating to low-proficiency speakers of English and be sensitive in relating to people of different cultures. SEVIS training and certification. Attention to detail. Fluency in Spanish or Arabic would be ideal

Duties:

- Manages the daily mail processing, maintaining schedules and departmental files, typing, and photocopying documents, ordering supplies, interfacing with all units of the university
- Answers phone calls, emails, and walk-ins
- Prepares and mails applications and information packets
- Processes applications, accompanies students through the admissions process, prepares and issues I-20s in SEVIS
- Supervision of Office Assistant/work study student
- Letters, short notices, policies, memos, reports, and other materials for the program are composed, copied and distributed as needed
- Manages social media and interview students for Student of the Week profiles
- Schedules maintained in collaboration with the Leadership Team (Curriculum Coordinator and Director)
- Maintains paper and electronic student records in shared drive and JENZABAR EX
- Attends weekly departmental meetings and takes notes as necessary. Attend weekly leadership team meetings

- Assists new and returning students with airport transit as necessary. Assists new and returning students with housing as necessary
- Assists with planning of student orientation
- Prepares and implements class registration for all IEP students
- Maintains petty cash
- Relates to teaching faculty in the department and assists as needed
- Maintains relationships across the university relating to departments such as Business Office, Mailroom, International Student Services, Residential Life, Student Life, Food Services, Registrar's Office, Information Systems, Marketing/Communications

STATUS: Full time 30 hours per week (0.75FTE), 12 month, hourly position with benefits. One year contract.

INQUIRIES: Application review will begin immediately. EMU reserves the right to fill this position immediately or to extend the search as circumstances may warrant. Send application, resume, and contact information for three references to:

Human Resources
 Eastern Mennonite University
 1200 Park Road
 Harrisonburg, Virginia 22802
jobs@emu.edu
 fax: 540-432-4744

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