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<b>Job Title</b>	PROGRAM COORDINATOR, GLOBAL PROGRAMS
<b>PVN ID</b>	BA-1710-002130
<b>Category</b>	Administrative Services
<b>Location</b>	BARUCH COLLEGE
<b>Department</b>	Continuing and Professional Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$49,750.00 - \$59,750.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 02, 2018 (Or Until Filled)

## General Description

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Program Coordinator reports to the Director of Global Programs and has the following duties and responsibilities:

- Assist Director of Global Programs in the managing of all programs and projects.
- Organize and supervise all Global Programs special events and after class activities including Orientation, end-of-semester events, Conversation Hour, Tutoring Center, Field trips, Special workshops and others.
- Schedule, organize, and staff all Global Programs testing including the ESL Placement Test, AIEP Exit Exam, Zicklin Waiver Exam, and GMAT/GRE Diagnostic Exam.
- Participate in scheduling and staffing of all Global Programs courses.
- Participate in recruitment, hiring, training and supervision of all Global Programs faculty.
- Participate in recruitment, hiring, training and supervision of the Language Lab staff.
- Recruit, train, and supervise all Global Programs volunteers and interns.
- Advise and register prospective Global Programs students.
- Participate in all Global Programs international recruitment activities including maintaining of relationships with educational agents and collaborating with other Baruch College schools on joint initiatives.
- Participate in maintaining of all Global Programs social media outlets.
- Organize and conduct academic advisement and long term advisement of Academic Intensive English Students.
- Work with all Baruch College admission offices on conditional and direct admissions of Global Programs students into degree programs.
- Work with Academic Operations group on tracking attendance and academic performance of students in the Academic Intensive English Program.
- Manage all book orders, develop and maintain relationships with book publishers, and organize and execute ESL book fairs.
- Monitor syllabi for all Global Program courses.
- Provide general advisement and support to all Global Programs students.
- Organize and participate in classroom visits, open houses, and other outreach events and marketing initiatives.

- Perform other duties as needed.

## Other Duties

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## Qualifications

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MA in the area of TESOL, languages, linguistics, or communication required.

3-5 years of educational program administration experience required; supervisory experience preferred.

3- 5 Language teaching experience required.

Superb oral and written communication skills and excellent customer service required.

Computer literacy and familiarity with all Microsoft applications required.

Attention to detail, ability to meet daily deadlines and manage multiple priorities required.

Positive attitude, flexibility, and ability to work well with a team required.

Capacity and willingness to acquire new skills required.

Experience working with international population required; experience living abroad preferred.

Marketing, business, or sales experience a plus.