

ITHACA



COLLEGE

## JOB DESCRIPTION

**JOB TITLE:** Program Coordinator

**DEPARTMENT:** London Center

**PREPARED/REVISED DATE:** March 2015

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### **JOB SUMMARY:**

Coordinate and implement operations and programs in support of the London Center Program in conjunction with the London Center director and associate director. Coordinate daily operations to include organizing the housing search process, oversight of Tiers 4 and 2 ICT immigration, and provide technology assistance to faculty and students. Serve as the technical liaison with the information technology support company in London and the Ithaca campus information technology services department. Serve as a resource for students and provide assistance or appropriate referrals to assist students as needed.

### **SUPERVISION:**

This position reports to the Director. This position may provide day-to-day direction and guidance to program staff and student assistants.

### **REPRESENTATIVE DUTIES:**

Duties may include, but are not limited to the following. Other duties may be assigned.

### **ESSENTIAL DUTIES:**

1. Serve as the first point of contact for all visitors to the Ithaca College London Center.
2. Manage internal communications and editing of college publications to include student information lists, public notice boards, travel brochures, central email, and aspects of the website, blog, and social media accounts.
3. Organize the student housing search during orientation to include communicating with landlords and agents, setting up the housing notices, creation of helpful documents, and advice on leases.
4. Assisting the Internship (Work Placement) Coordinators in the smooth running of the internship program; specifically assist with orientation, support the internship coordinators and communicate with students and internship sites.
5. Overseeing Tiers 4 and 2 ICT immigration operations to include creating CAS/CoSs, offering immigration advice, creating visa application templates which are up to date and user friendly, and oversee the application process.
6. Supervise student work force, in conjunction with the Associate Director, to include

orientation and training, scheduling, and timecard approval.

7. Assist with orientation activities and planning to include main and short term programs.
8. Assist the Director and Associate Director with student programming which includes supervision on College events and overnight College trips.
9. Assisting the Associate Director and Director with beginning and end of term event planning.
10. Assist with the marketing of the programs run from the London Center via social media.
11. Oversee the development and maintenance of the London Center Library.
12. Coordinate and troubleshoot AV/ IT technology support in conjunction with the Associate Director.
13. Manage the London Center calendar and equip the faculty room and classrooms with relevant supplies and paperwork.
14. Counsel students as and when necessary or as directed by the Associate Director and/or Director.
15. Shared responsibility for ensuring student safety and building security.

**QUALIFICATIONS:**

Bachelor's degree and three years' experience working with students, especially internationally; knowledge of Tier 2 and Tier 4 of the PBS immigration system; and familiarity with social media tools; excellent interpersonal and communication skills, computer skills, and attention to detail; flexibility to work some weekends and some evenings; a team player, but also comfortable working independently; the ability to manage multiple projects at once. All applicants should be able to lawfully accept employment in the UK (If you are not a UK citizen please address your right to work in the UK in your cover letter).