



Program Coordinator – UC International Admissions

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Founded in 1819, the University of Cincinnati embarks upon its third century – building on the past and defining the future by leading urban, public universities into a new era of innovation and impact through its strategic direction, [Next Lives Here](#). Underscoring the power of creativity, ingenuity, invention and inclusion, what's Next will accelerate our unrivaled momentum, evidenced by eight straight years of record enrollment and rankings that include placement among America's top 100 public universities by *U.S. News & World Report*. Home to a diverse student body of nearly 47,000 and more than 4,200 distinguished faculty, the university combines its Research 1 (Very High Research Activity) Carnegie Classification with a physical setting that The New York Times recently acclaimed as “the most ambitious campus design program in the country.

Job Overview

The International Admissions Office is seeking a Program Coordinator to report directly to the Assistant Director of International Undergraduate Admissions. The Program Coordinator will work closely with the International Admissions operations team in gaining knowledge of policies and regulations that pertain to international admissions and assist in the creation of efficient processes and procedures for application processing in Slate and the UC Student Information System (Catalyst).

This Program Coordinator will work within the Slate, Catalyst, and other university systems to facilitate the efficient processing of international applications. The position will be responsible for managing the flow of applications and troubleshooting issues related to application processing in tandem with the Slate Administrator and International Admissions staff. The Program Coordinator will also be responsible for the initial screening and assessing of all international applications regarding completeness and prepare the files for review. The Program Coordinator will manage communication with international applicants who are asked to provide additional documentation during international credential evaluation. This position will manage processes that allow for the student's application to move towards completion, including but not limited to: reviewing and approving requests for term and/or major changes, requesting outstanding applicant materials, responding to internal and external inquiries on application status, and generating periodic reports on the status of applications, missing materials, and communication efforts. This position will also assist in other areas related to international recruitment and prospect management. The Program Coordinator will

provide excellent customer service to prospective and admitted students by assisting with walk-in traffic, answering questions, answering telephone calls, and responding to email inquiries. This position will assist in filing and perform other administrative tasks as needed.

The Program Coordinator may be required to work sponsored events in the evenings, weekends, and overnight as required. The person in the position will need to be physically able to transport basic supplies and materials to and from sponsored events. Position will need to attend meetings and related functions and some travel may also be required.

Essential Functions

- Design/create and conduct seminars, classes, workshops or programs.
- Develop program objectives and monitor quantitative and qualitative data on progress toward objectives. Review objectives to identify problems and solutions, prioritize solutions and develop action steps for program improvement.
- Provide financial administrative support for program initiatives
- Develop, administer, and analyze assessment/evaluation questionnaires. Compile statistics and prepare reports.
- Develop and implement marketing strategies to recruit students and program participants.
- Interact with staff faculty, external agencies and other university departments.
- May conduct research and analyze relevant literature, other benchmark information to develop grant proposals, new program ideas and propose program changes.
- May provide direct and/or indirect supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need. This job description can be changed at any time.

Required Education

- Bachelor's Degree
- Five (5) years of relevant work experience and/or other specialized training can be used in lieu of education requirement.

Required Experience

- One (1) year of program coordination experience

Additional Qualifications Considered

- Experience in data entry with attention to detail.
- Proficient in calculating grade point averages across various countries secondary and tertiary education systems
- Skilled at scanning and processing transcript and test score documents

- Experience building effective working relationships and open communication with students, staff, faculty and University leadership.
- Ability to communicate effectively in writing and verbally to diverse audiences including but not limited to administrators, faculty, students, families, counselors, and staff.

Physical Requirements/Work Environment

- Office environment/no specific unusual physical or environmental demands.

Application Process

Interested and qualified applicants must apply online at <https://career8.successfactors.com/sfcareer/jobreqcareer?jobId=69409&company=UCP ROD> and include a cover letter of interest, a current CV/Resume, and list of three references. Applications without a cover letter, CV/Resume or references will not be considered for the position.

*The University of Cincinnati, as a multi-national and culturally diverse university, is committed to providing an inclusive, equitable and diverse place of learning and employment. As part of a complete job application you will be asked to include a **Contribution to Diversity and Inclusion statement.***

As a UC employee, and an employee of an Ohio public institution, if hired you will not contribute to the federal Social Security system, other than contributions to Medicare. Instead, UC employees have the option to contribute to a state retirement plan (OPERS, STRS) or an alternative retirement plan (ARP).

The University of Cincinnati is an Affirmative Action / Equal Opportunity Employer / Minority / Female / Disability / Veteran.