



### New Classified Hiring/Position Justification

**Hiring Division/Department:** Counseling/International      **Position Title:** Program Services Coordinator

#### Classification

Position type: Permanent X      Full Time X      # of months 12  
Part Time \_\_\_\_\_      % of Full Time \_\_\_\_\_      # of months \_\_\_\_\_

Position: General Funds X  
Allocation: External Funds\* \_\_\_\_\_      Expiration Date \_\_\_\_\_

#### Budget Information

Grade 27      Step 1      Annual Salary \$58,092

#### **Justification**

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

With Supervision from the International Program Manager, the Program Services Coordinator position will be fully responsible for processing international student admissions, in addition to providing international student services including but not limited to maintaining international student records in SEVIS, working with and referring students to other student services offices on campus, implementing orientation and workshops, and recruiting prospective international students from partner language schools in the Bay Area.

Since Spring 2014, each Fall and Spring international student enrollment has increased by over 40% and 20% respectively, with the current total enrollment at 116. During the same period of time, international student applications admitted have also increased by over 50%.

Currently, the International Student Center is staffed by 1 full-time Program Manager, 1 part-time Program Services Coordinator (20 hours total), and 4 Student Ambassadors (20 hours total). The District has committed additional resources (\$700,000) to increase international student enrollment. Also, the SMCCCD Community Education will be offering an Intensive English Program that will allow the College to admit international students for ESL study only. This will increase the workload of ISC staff when students are ready to matriculate into associate degree programs. An additional full-time staff member will ensure that the same level of service to current students and response time to prospective students is maintained to improve recruitment and retention. In addition, the Program Manager and Program Services Coordinator will serve as Designated School Officials (DSO) within SEVIS, the government database that tracks all international students on F-1 visas. This responsibility requires attention to detail and regular tracking of student compliance of immigration status. Currently

the Vice President of Student Services, serves as the Primary Designated School Official (PDSO). Having additional support staff may allow the Program Manager to serve as PDSO and free up oversight time from the VPSS.

2. Explain how this position aligns with and supports the mission and strategic goals of the college. Hiring a full-time Program Services Coordinator within the International Student Center aligns with the College mission that “ensures that students from diverse backgrounds have the opportunity to achieve their educational goals...and understand and appreciate different points of view within a diverse community.”

The full-time Program Services Coordinator will be instrumental in not only providing student-centered and personalized services to both current and prospective international students but they will play a critical role in increasing our international student population that would “create a diverse and culturally enriched community of global citizens,” one of the College’s strategic goals.

3. Explain how adding this position will strengthen the department or division. The International Student Center’s mission is to provide individualized services to students, so they can achieve their personal, educational, and professional goals. ISC also promotes understanding and respect for diverse perspectives by providing college-wide opportunities for community engagement and cultural exchange.

Adding a full-time Program Services Coordinator will ensure that the International Student Center can continue their commitment to providing individualized services. In addition, the additional staff will provide more time for the International Program Manager to provide college-wide opportunities for community engagement and cultural exchange that benefits all students, not just international students.

Currently, Skyline College has 169 international students and have employed both a full-time Program Manager and Program Services Coordinator for the last year and half. All positions within International Education across the District are subsidized by the District.

4. Explain how this work will be accomplished if the position is not filled. If a full-time Program Services Coordinator is not filled, the International Student Center will continue to hire a short-term temporary staff or explore options to hire an unpaid intern. However, an intern will not be able to fulfil most of the duties of the Program Services Coordinator, particularly in regards to admissions processes.

In addition, the District has previously allocated funds for a FT Program Services Coordinator. A replacement was not hired because it was determined that the position was not required because the projected increase in international students did not occur. With continued overseas recruitment from the District and the College’s own efforts, an increase in international students is strongly projected.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

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**This position has been reviewed by the department or division and is recommended for hiring.**

\_\_\_\_\_  
**Dean / Director / Hiring Supervisor**

\_\_\_\_\_  
**Date**