



Job details

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Requisition ID	14264BR
ASU Job Title	Program Coordinator Sr
Job Title	International Visits Coordinator
Campus/Location	Campus: Tempe
Job Family	Business Operations
Department Name	LightWorks
Full-Time/Part-Time	Full-Time
VP Code	KNOWLEDGE ENTERPRISE DEV
Scope of Search	Open
Grant Funded Position	This is not a grant funded position and is not contingent on future grant funding.
Category	02
Salary Range	\$34,560 - \$55,000 per year; DOE
Close Date	25-June-2015

Job Description

The Office of Knowledge Enterprise Development and ASU LightWorks is seeking an International Visits Coordinator. The incumbent will coordinate activities and functions of a designated program to ensure that goals and objectives specified for the program are accomplished in accordance with established priorities, time and funding limitations.

This position will support the coordination of international visitors for the USAID-funded Center for Advanced Studies in Energy, at Arizona State University. Over the coming four and half years, the PCASE program will bring number of scholars, faculty, and students from two top international universities to the ASU.

The position will report to the Lead Academic Coordinator for the PCASE program. He/she will work closely with the PCASE team at ASU and PCASE partners in Pakistan. He/she will liaise closely with various ASU departments and programs related to the international visitors and students.

Essential Duties

- Coordinate all logistics for faculty, and graduate student visitors from two technical engineering universities from Pakistan to come to ASU for one term and work on various research and academic programs.
Responsibilities include: supporting the process for getting visa for visitors, transportation, housing, insurance, meals, disbursement of incidentals and other expenditures

- Organize meetings, data gathering, help with reporting, interacting with the program director, interacting with the international universities, and support the PCASE academic lead in various areas.
- Maintain knowledge of whereabouts of all exchange visitors at all times
- Maintain USAID TraiNet site for exchange programs
- Keep contact information, emergency contacts, and other vital data
- Coordinate transportation to and from airport in Phoenix and Oregon
- Coordinate transportation while students are in state
- Organizing pre-departure orientation for the visitors in their own country, organizing post-arrival orientation in Tempe for the visitors
- Organizing housing, room, board and accommodations for the visitors
- Ensuring that all ASU requirements are met for the visitors while at ASU, including health insurance
- Communicate with the ASU faculty, research labs, supervisors and Research Associates/ Teaching Assistants who host the visitors
- Liaise with Oregon State University on various aspects of the exchange program including trips to and from Oregon
- Organize and schedule workshops for visiting faculties at SkySong, GIOS, ASU Foundation and other units
- Organize industry visits in Arizona for Pakistani students
- Organize cultural exposure in Arizona for the visitors
- Desired Qualifications:
- Experience of managing and organizing international student and visitors program at a university.
- Experience of working with international donors, such as USAID.
- Experience with USAID TraiNet
- Experience in coordinating and organizing logistics such as, housing, meals, transportation, visa procedures, medical insurance, etc
- Experience and skills in correspondence, phone and skype meetings with national and international partners
- Demonstrated knowledge of international donor (preferably USAID) requirements
- Demonstrated knowledge of international development work
- Demonstrated knowledge of budgeting and accounting principles.
- Demonstrated knowledge of coordination, and management of activities
- Demonstrated knowledge about international students and visitors preferred
- Demonstrated knowledge of organizational practices.
- Demonstrated knowledge of supervisory practices and principles.
- Experience in organizing work of self and others.
- Evidence of effective communication, both verbal and written.

Minimum Qualifications

Bachelor's degree in a field appropriate to the area of assignment AND four years administrative/coordinate program experience; OR, Master's degree in field appropriate to area of assignment AND two years administrative/coordinate program experience; OR, Eight years of progressively responsible administrative/coordinate program experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

- Evidence of effective verbal and written communication skills.
- Experience in managing and organizing international student and visitors program at a university.
- Experience in working with international donors, such as USAID.
- Experience with TraiNet
- Experience in coordinating and organizing logistics such as, housing, meals, transportation, visa procedures, medical insurance, etc

- Experience in correspondence, phone and skype meetings with national and international partners

Working Environment

- Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting
- Use office equipment including a desktop computer
- Lift up to 20 pounds
- Communicate in English to perform essential duties
- Interpret complex sponsor regulations
- Expected to be responsive to customers, engaged in work production, resourceful, flexible, and respectful of others

Department Statement

The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship, and share what we learn with the community and the world. We make discovery possible. <https://research.asu.edu>

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Resumes should clearly illustrate how prior knowledge and experience meet the minimum and desired qualifications stated in this requisition.

Only electronic applications are accepted.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

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