

Job Description

Job Title:	International Outreach Counselor
Job ID:	4310
Location:	
Full/Part Time:	Full-Time
Regular/Temporary:	Regular
Job Code:	3082 Student Services Professional II
Job Grade:	Range A
Department:	Stu Outreach & Recruit-8212

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CSUN's Commitment to You

CSUN is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity. CSUN actively encourages qualified candidates to apply who demonstrate a commitment to serving a diverse student population as well as a commitment to maintaining an inclusive work environment.

About the University

Serving more than 38,000 students each year, CSUN is one of the largest universities in the United States. CSUN ranks 10th in the country in awarding bachelor's degrees to underrepresented minority students, fifth nationally in awarding master's degrees to Hispanic students and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. CSUN's 171 academic programs and engaged centers enjoy international recognition for excellence. CSUN currently partners with more than 100 institutions of higher education in 22 countries around the globe and attracts the largest international student population of any U.S. master's level institution. Situated on a 356-acre park-like setting in the heart of Los Angeles' San Fernando Valley, the campus features modern educational buildings and world-class LEED Gold-certified performing arts and recreational facilities recognized as among the best in the country. CSUN is a welcoming university that champions accessibility, academic excellence and student success.

Major Duties

Under the supervision of the Associate Director of Student Outreach and Recruitment, the International Outreach Counselor provides recruitment and pre-admission counseling services for prospective international students. The incumbent engages in marketing and communication strategies for prospective international students residing domestically and abroad; collaborates with Admissions and Records, the Tseng College Intensive English Program (IEP), International and Exchange Student Center (IESC) and academic colleges on campus to provide information and support to prospective international students; participates on committees both on and off campus and serves as a liaison to faculty and staff on international students recruitment and admissions issues; assesses and implements plan of action and activities related to outreach and recruitment of prospective international students to the university; assists in the cultivation of new and existing relationships with international institutions and individuals influencing students in making decisions to study in the United States; represents the university at international recruitment fairs locally and abroad as appropriate; promotes short and long-term programs with local community colleges and overseas partners including English language centers; assists with the creative concepts for the design of international marketing materials and communications and works closely with Student Marketing and Communications staff to develop and implement outreach and recruitment strategies to international students; conducts in-person, email, phone and Skype pre-admissions advising sessions for prospective international students; supports the evaluation of educational credentials, English proficiency and compliance with government regulations for applicants educated outside the United States through collaboration with the office of Admissions and Records, International Exchange Student Center (IESC), and the Tseng College Intensive English Program (IEP); collaborates with campus departments to assist with transition to matriculation and

campus engagement; assists with planning and implementation of campus outreach activities to ensure the inclusion and engagement of prospective international students; as a member of the outreach team, assists with implementation of all outreach events as needed including campus open house events, CSUN Days at community colleges, yield receptions, pre-admission and placement testing and campus tours. Performs other duties as assigned.

Qualifications

Equivalent to graduation from a four-year college or university with a Bachelor's degree in education, sociology, psychology, business, or a job-related field. Equivalent of two years of professional experience with admissions and/or recruitment of prospective college students, including international students, or in a related field. A Master's degree in a job-related field is preferred and may be substituted for one year of the professional experience.

Knowledge, Skills, & Abilities

Working knowledge of the practices, procedures and activities of the program to which assigned; working knowledge of the methods and problems of organizational and program management; working knowledge of research and interview techniques; and working knowledge of the principles of individual and group behavior. Ability and specialized skills to: perform oral presentations, including the ability to communicate effectively with diverse populations; communicate effectively with prospective international students, especially from countries including, but not limited to, China, Kuwait, Saudi Arabia, Japan, South Korea and Brazil; navigate various high school, community college and community organization environments including relationship-building with faculty, administrators and educational representatives; interpret and apply program rules and regulations; use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements; obtain factual and interpretative information through interviews; reason logically; collect, compile, analyze and evaluate data and make verbal or written presentations based on these data; advise students individually and in groups on routine matters where required; recognize multicultural, multisexed and multi-aged value systems and work accordingly; establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts; and rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned. Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.

Pay, Benefits, & Work Schedule

The university offers an excellent benefits package.

The salary range for this classification is: \$3673 - \$5221

The anticipated hiring max: \$3673

Hours: Full Time; 40hrs/wk; 8:00am-5:00pm, Monday - Friday; will include some evenings and weekends.

TRAVEL REQUIREMENTS: This position is expected to travel to a variety of off-campus sites to meet with prospective students and clients. Must be eligible to obtain a California Driver's License and have a desire to travel locally, nationally, and internationally.

General Information

THE SELECTED CANDIDATE MUST PASS A FINGERPRINT CLEARANCE (LIVESCAN).

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

How To Apply

Please complete the on-line application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process.

This position has been re-posted and will remain OPEN UNTIL FILLED.

For more detailed information on the application and hiring process, please view the link below:

<http://www.csun.edu/careers/>

Equal Employment Opportunity

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Applicants who wish to request an accommodation for a disability may

contact the Office of Equity and Diversity at (818) 677-2077.

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