



JOB DESCRIPTION

Position Title	Senior Program Coordinator
Department	Global Engagement
Reporting To	Senior Manager Global Engagement
Type of Position	Permanent

POSITION DESCRIPTION

The Senior Program Coordinator will be responsible for managing the programming, administration, and related activities of the office of Global Engagement. He/She would be the contact person to liaise with students and guide them regarding various internal and external exchange programs opportunities. The incumbent will also assist in strategizing and implementation of global faculty programs with Academic Operations.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the position include, but are not limited to:

- ✓ Assist Director Academic operations in strategizing, planning and executing faculty programs that align with the institutional goal “Institution of choice”
- ✓ Research and conceptualize distinguished programs, like visiting scholars’ program, jointly-taught courses and research projects, with faculty of partner institutions
- ✓ Coordinate and create products/ brochures, along with MARCOM, for marketing the afore mentioned programs
- ✓ Under the supervision of senior team members schedule, organize, monitor, manage, and evaluate all internal and external study abroad programs
- ✓ Counsel students regarding the global programs and opportunities, in align with the institutional policies
- ✓ Assist Marketing department to keep the website updated and archive products related to OGE
- ✓ Assist with any Global resource development related or other on-campus events as needed
- ✓ Execute other tasks as requested or determined by the Senior Director of Global Engagement

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ A graduate degree from a reputable and recognized university
Required Experience	<ul style="list-style-type: none"> ✓ Minimum 3-4 years of experience in a relevant role. ✓ Ability to work with diverse groups of people ✓ Demonstrated ability to initiate and manage projects and programs ✓ Strong time-management skills and ability to multi-task ✓ Demonstrated ability to prioritize tasks and work well under pressure ✓ Ability to work with minimal supervision, and provide a high level of professionalism

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1	Communication Skills	High
2	Ability to work independently	High
3	Planning, coordination and prioritization skills	High
4	Problem solving skills	High
5	Data base Management	High
6	IT Skills (Excel, Power point)	High

Revision Date	August 16, 2022	Version	1.2
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