



VACANCY ANNOUNCEMENT

Position Title: International Relations Coordinator and PDSO

Position #: 400590

Position Status: Full-Time

FLSA Status: Exempt

Reports To: Vice President of Student Affairs

DUTIES AND RESPONSIBILITIES:

The International Relations Coordinator and PDSO is a part of the division of Student Affairs and directly reports to the Vice President of Student Affairs. The coordinator is responsible for recruiting and retaining international students. The position supports the goals of Enrollment Management Department and Student Affairs while recruiting and supporting international students. The coordinator will be expected to work closely with the recruitment and marketing office, while assuming responsibility for marketing Otero College to the international student population. The coordinator is also responsible for fostering quality living and learning experiences for all on campus international students. The coordinator will be responsible for the day-to-day issues attendant to all international students as the mentor, advocate and academic advisor, as well as serve Primary Designated School Official (PDSO) which is the primary point of contact for matters related to international student services, including visa compliance, immigration records, and advising students on regulation

1. Develop a long-term plan to attract and retain international students from a variety of countries.
2. Play an integral part in marketing the international program to potential students and take a lead role in the recruitment of all international students.
3. Take a lead role in fostering the use of available technologies to connect with potential students.
4. Assure that all college print and web materials are current and complete and are reviewed by the Vice President of Student Affairs.
5. Work directly with the Vice President of Student Affairs and the Dean of Students as agreements are developed with an expressed interest in bringing international students to Otero.
6. Work closely with Vice President of Student Affairs and the Dean of Students to ensure that a screening practice is in place that will guide the international student through the admission process.
7. Process all international applicant admissions to ensure that standards required by USCIS and Otero are met.
8. Serve as the primary designated school official for the SEVIS program and as the primary point of contact for all SEVIS related inquiries and issues.
9. Responsible for collecting, maintaining, and reporting information as required by USCIS regulations. Assist students with maintaining their student status with SEVIS.
10. Serve as the point person for Lewermark and or other agencies involved with international students obtaining health insurance,
11. Develop and maintain an International Student Handbook that aligns with all Otero policies, procedures and practices.

12. Make sure that all Otero constituencies are aware of how the international program serves the needs of the international student and the constituents and the college.
13. Work closely with the campus staff to ensure newsworthy events and accomplishments arise so that the families of the international students are kept informed.
14. Work closely with Residence Hall Manager and Dean of Students to ensure that housing issues are addressed prior to and during the matriculation process.
15. Develops best practices that ensure student success in the classroom, throughout the Otero community and throughout the various communities being served by Otero.
16. Work directly with the Vice President of Student Affairs on all budget matters.
17. Sit on the Advising Working Group to ensure that students' academic choices align with a degree or program completion.
18. Work in coordination with the part-time International Student Coordinator position to ensure all student needs are met and students actively participate in international culture related activities and events both on and off Otero College campus.
19. Research and develop strategies that will ensure success for the international program.
20. Other duties as assigned.

See Human Resources for a complete job description.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or an equivalent combination of education and/or experience may substitute year-for-year for the degree
- 2 years of related office and administrative experience

PREFERRED QUALIFICATIONS:

- Experience working in an educational setting
- Experience working with international students
- Demonstrated sensitivity to working with low-income, first-generation students and students with disabilities who are academically under-prepared.
- Educational philosophy in alignment with a small rural community college.

SALARY:

\$39,000 - \$41,000 annually with an excellent and highly competitive benefits package including PERA retirement, health, vision, dental, life insurance, and sick and annual leave.

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled – priority will be given to applications received by February 28, 2025

POSITION START DATE:

As soon as possible

Submit Application Packet To:

Otero College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050
FAX: (719) 384-6947

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Mike Rager, Director of Civil Rights and Investigations as its TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO) with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, kelsey.barbee@otero.edu, or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production
- Advanced Welding Pipe
- Advanced Welding Railroad

To learn more about Otero College, visit the college's website at www.otero.edu.

OTERO MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.