

# STAFF OPENING



Lakeshore Technical College does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, sexual orientation, lack of English skills, arrest or conviction record, political affiliation, marital status, or other protected categories, in its services, employment, programs, and/or educational programs and activities, including but not limited to admissions, access and participation. The College attempts to be in compliance with all federal laws including but not limited to Title IX & Section 504. Inquiries regarding nondiscrimination policies are handled by the Affirmative Action Officer, 1290 North Avenue, Cleveland WI 53015, phone 920.693.1163 or 888.468.6582, ext. 1163.

Lakeshore Technical College provides reasonable accommodations to assist persons with disabilities to access or participate in its programs or activities. Persons requiring accommodation to access the College's programs, services, and/or employment should call LTC at 920.693.8213, 888.GO TO LTC (888.468.6582), or TTY Hearing Impaired at 920.693.8956 seven days in advance of the need.

Telephone: 1.888.GOTOLTC

Fax: 920.693.8078

Website: [www.gotoltc.edu](http://www.gotoltc.edu)

**JOB TITLE:** International Education Coordinator (Part-time)

**EMPLOYMENT AND WORK SCHEDULE:** 28 hours per week x 50 weeks (1400 hours per year)  
Contract Dates: July 1<sup>st</sup> – June 30<sup>th</sup>

**JOB DESCRIPTION:**

The International Education coordinator is responsible for bringing aggressive leadership to all facets of promoting LTC's International Education program.

- Responsible for ensuring that the College is successfully meeting the Business International Education grant activities.
- Work with the college grant writers to identify and pursue grants and other sources of funding.
- Develop and coordinate faculty exchanges and study abroad activities.
- Conduct need assessment and design a comprehensive International Education program.
- Work with instructors and Instructional Designer to develop learning activities that will incorporate International Education into specific program courses.
- Review and recommend to college administration International Education policies and procedures related to international travel, exchanges, and related strategic planning.
- Promote and serve as a resource to enlist and advise students, staff, and faculty with regard to Study Abroad and other International Educational experiences.
- Support the internationalization of curriculum, including creating international learning experiences for students unable to travel out of country.
- Serve as college host and coordinator for international visitors and delegations.
- Represent the college in consortia and organizations, as well as at state and regional meetings/conferences.
- Develop and maintain a budget for the Business International Education grant and the internal International Education budget.

**QUALIFICATIONS\*:**

- Bachelor's degree or equivalent with two years recent related occupational experience with international relations.
- Working knowledge of Microsoft Office Suite applications required.
- Demonstrated knowledge and understanding of the nature, dynamics and issues of International Education.
- Other qualifications include strong and effective leadership in an educational setting; proven, effective use of decision-making and problem-solving skills and demonstrate effective performance as a member of a work team.
- Ability to communicate effectively and resolve problems and conflicts in a sensitive manner.
- Must be able to successfully establish and maintain effective working relationships with students and staff of diverse cultural, social or educational backgrounds.
- Fluent, bilingual individual who has experience working with culturally diverse populations is desirable.
- Employment conditional on completion of a Background Information Disclosure (BID) with the results acceptable to the College.

**\*Note: Meeting the minimum requirements does not guarantee an interview for a position.**

**SALARY EXPECTATION:** Management Group I ~ \$30,786 (2009/10 Contract Salary )

**BENEFITS:**

Life Insurance	Paid Leave of Absence (Prorated)	Professional Development	On-Site Child Care
Holidays (Prorated)	Wisconsin Retirement System (WRS)	Tuition Reimbursement	Wellness/Fitness Center
Vacation (Prorated)	Employee Assistance Program (EAP)	Flexible Spending Program	

**LOCATION:** Lakeshore Technical College • 1290 North Avenue • Cleveland, WI 53015

**RECRUITMENT PERIOD:** Beginning: Monday, June 8, 2009  
Closing: Until position is filled

**APPLICATION PROCESS:** An LTC Employment Application must be completed in its entirety to be considered for a position at the College. Please visit our website at [www.gotoltc.edu](http://www.gotoltc.edu) to obtain a copy of our online employment application or simply call the Human Resources Department at 1.888.468.6582, ext. 1863 to request an application form.

LAKESHORE TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY/ACCESS/EMPLOYER AND EDUCATOR  
*Women, Minorities, and Persons With Disabilities Are Encouraged To Apply*

Position# 00010311