Position: International Program Coordinator
Classification: Base Salary (Exempt) + Commission
Reports to: Director of Admissions, Alumni and Advancement
Travel: ~5%, domestic, possibly some international

General Description
The International Program Coordinator (IPC) is the primary role in the international student program (ISP) at Lenawee Christian School (LCS) and a key position in the long-term success of our international student program. This person should be primarily focused on the evaluation, admission, & retention of international students through excellence in customer service, training, and program development. The IPC is a year-round staff position.

Responsibilities:
- Admissions, evaluation, and retention of international students
- Cultivation and development of relationships with international agencies, coordinators, and recruiters
- Continued development and improvement of the ISP
- Communication with the constituents of the ISP including:
  - Admissions department leadership and staff
  - Executive leadership of LCS
  - Staff & Faculty (e.g. training, student monitoring)
  - Host families (e.g. training, recruiting, evaluation)
  - Parents of International Students (e.g. progress reports)
  - International Students (e.g. monitoring, training, problem solving, retention)
- ISP Event Management & Planning (e.g. Host family training, student events, social and cultural trips)
- Management of student language support and tutoring programs
- Agreement with Lenawee Christian School’s statement of faith

Beneficial Skills, Abilities, and Experience
- Bachelor’s or Master’s Degree in Business Management or Education
- Certifications in ESL and/or TESOL
- Experience working with diverse populations
- Experience in Sales, Customer Service, International business, and/or teaching
- Teaching, business, or extensive travel experience abroad (particularly Asia) a plus

The above list is intended to describe the general nature and level of work required. It is not to be construed as an exhaustive list of duties required.

If interested, please send resume to: pthompson@lenawee.org