

University of Houston – Clear Lake

Position Description

Job Title: **International Education Specialist**

Job Code: **2846**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	Master's degree.
Experience	Three years in an administrative office and/or conducting student events and activities. Experience studying or living abroad or working with diverse populations.	Bilingual
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The incumbent plans and implements international student programs and events and provides administrative assistance to the Office of International Initiatives. The four main areas of responsibilities are programming, budgets, communications, and general office management. Programming includes: developing, planning, and implementing events, including logistical arrangements. Budgetary responsibilities include: account reconciliation, department purchasing, vouchers, and payroll related functions. Communications functions include: creating bulletin board displays, maintain website, organizing study abroad library, assisting with the development, writing, and publication of office newsletters and resource materials. Office management responsibilities include maintaining equipment contracts, completing institutional forms and paperwork, mailing, greeting guests, and filing. The incumbent will perform other duties as assigned.

Duties and responsibilities	% Time
Communications functions include: creating bulletin board displays, maintaining website, organizing study abroad library, assisting with the web development, writing, and publication of office newsletters and resource materials.	35
In conjunction with the Executive Director, incumbent is responsible for developing, planning, implementing events, including logistical arrangements, such as International Education Week events and the annual International Awards luncheon.	30
Budgetary responsibilities include: account reconciliation, departmental purchasing, vouchers, and payroll related functions (i.e.: timesheets).	20
Office management responsibilities include maintaining equipment contracts, completing institutional forms and paperwork, mailing, greeting guests, and filing. Other duties as assigned.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.