Department: International Education Office

Job Description: International Admissions Coordinator

The International Admissions Coordinator is responsible for correspondence with prospective undergraduate students regarding their applications and enrollment (20%). To fulfill this responsibility the Coordinator will perform the following tasks:

- Ensure responses by email, telephone, fax, and express and regular mail, as appropriate, to inquiries regarding EWU programs, degrees and resources; the application requirements, process and timeline; scholarship availability and application process; and other application and enrollment issues.
- Utilize and oversee student or other office employees to respond by email to prospective student inquiries, as appropriate.
- Serve on new-student scholarship award committees and contribute to award determinations.
- Meet with students regarding their admission to EWU from the English Language Institute.
- Meet with international student visitors to campus regarding their applying to EWU.

The International Admissions Coordinator will receive and process all international undergraduate applications (50%). To fulfill this responsibility the Coordinator will perform the following tasks:

- Welcome new applications, ascertain their completeness, and communicate personally with prospective students regarding any additional required materials and information.
- Review applicants' high school transcripts from home countries to determine eligibility for enrollment as freshmen at EWU.
- Review and credential transcripts from U.S. higher education institutions for transfer students who have attended a college or university in the United States.
- Notify students who are applying as transfer students from another country that they must submit credentialed transcripts from the higher education institution outside the U.S. and that prior to receipt of credentialed transcripts they may be admitted as freshman, if eligible, based on their high school transcripts.
- Notify applicants of admission, welcome each to EWU, and respond promptly and personally to any emergent questions or concerns.
- Develop and maintain professional, up-to-date, pre-arrival informational materials and provide these to students at acceptance via mail, supported by follow-up personalized emailings.
- Coordinate and oversee IEO International Student Recruitment Assistants' emailing to international students who are applying and/or accepted to EWU.

May 20, 2007
The International Admissions Coordinator will work to ensure the smooth and timely processing of international student applications to graduate programs (5%). To fulfill this responsibility, the Coordinator will perform the following tasks:

- Welcome personally and respond in a timely manner to inquiries from potential EWU graduate students.
- Forward email inquiries regarding specific graduate programs to the program directors for program-focused follow-up communications.
- Receive and forward graduate applications to the Graduate Studies Office, immediately upon arrival.
- Maintain a tracking system for the processing of graduate applications received by EWU through IEO, the graduate program office, and graduate program offices.
- Troubleshoot barriers and provide assistance for the timely processing of graduate program applications.

The International Admissions Coordinator will work with the EWU Principal Designated SEVIS Official (PDSO) to ensure that admitted students have the necessary documents to meet immigration requirements (5%). To fulfill this responsibility, the Coordinator will perform the following tasks:

- Communicate regularly with the PDSO regarding the applicant and admitted students.
- Prepare immigration and informational documents to enable students and scholars to apply for visas to study at Eastern Washington University and to maintain legal status in the United States.

The International Admissions Coordinator will communicate with the Director and other EWU offices regarding international student and scholar admissions (10%). To fulfill this responsibility the Coordinator will perform the following tasks:

- Communicate and collaborate with EWU Offices of Admissions, Financial Aid, English Language Institute, Graduate Studies, and other offices, on admissions questions and issues, as appropriate.
- Maintain complete, up-to-date comparative data on admissions by quarter and year and make available to the Director, as needed.
- Submit quarterly, written reports on international student admissions to the Director. These reports will provide a written record of initial contacts, incomplete and complete applications, and students admitted and attending.
- Report to Director on problematic and unresolved admissions issues and propose policy changes, when needed.
- Uphold FERPA regulations in the maintenance of confidentiality regarding students’ enrollment, academic progress, and personal information.

The International Admissions Coordinator will assist in the recruitment and pre-arrival orientation of international students to EWU (10%). To fulfill this responsibility the Coordinator will perform the following tasks:

May 20, 2007
- Attend community college recruitment fairs throughout Washington State and inform prospective students of EWU programs, degrees and resources; the application requirements, process and timeline; scholarship availability and application process. This can be expected to entail overnight travel, car rentals, and motel stays.
- Coordinate with Director on follow-up contacts with students referred through recruitment fairs and special recruitment efforts, such as those related to the Sino-American 1+2+1 Program and the Community College 2+2 programs.
- Travel, as needed, to the home countries of international students accepted to special EWU international programs to provide pre-arrival orientation and training for the visa interview.
- Coordinate development of alumni in their home countries for recruitment and application assistance for prospective students.