



## **Program Coordinator**

The Texas International Education Consortium (TIEC) is committed to creating lasting relationships between Texas higher education and counterparts around the world through collaboration, co-creation, and the sharing of knowledge and values. Our programs bring people and ideas together to increase the innovation capabilities of individual educators, universities, institutions, districts, and communities.

This full-time Program Coordinator position will coordinate the assigned Texas International Education Consortium programs and services, and reports directly to the Director of Programs. The ideal candidate will be highly organized with exceptional attention to detail, and must excel at managing multiple ongoing projects concurrently. The Program Coordinator is a self-starter who will take initiative and be able to communicate professionally and effectively with the program team, partnering institutions, and international exchange visitors. The ability to collaborate and work with teams to accomplish goals is essential.

### **Essential Duties and Responsibilities include the following:**

#### **Program Development**

- In partnership with the program team, develop and support assigned programs, including researching proposals and assisting in proposal writing and submission.
- Research potential candidates for contractor and advisor project hires and provide shortlists.
- Consult with designated outside contractors as needed for the assigned scope of work.

#### **Program Implementation**

- Work in close collaboration with the program team to support implementation, monitoring, and evaluation of assigned projects.
- Serve as a representative of TIEC, displaying courtesy, tact, consideration and discretion with other members of the educational community and with the public.
- Communicate and coordinate objectives and deliverables of the program to ensure the goals of the project are being met with participants, contractors, and other potential collaborators as directed.
- Liaise with program participants and contractors about program goals, objectives, progress, and program implementation.
- Track progress for tasks/projects on the project management system (SmartSheet) and report status updates to the program team in a timely and professional manner.



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- Maintain and track data needed for mandatory reporting throughout project cycles.
- Collaborate on writing program progress reports.
- Serve as point of contact and coordinator on evenings and weekends during in person programs in Austin, Texas, and other assigned areas, both statewide and out of state.

### Administration

- Schedule meetings, including creating Zoom links and drafting and sending calendar invitations and emails. Send meeting reminders via email, Moodle, WhatsApp, and any other technologies that may be used for assigned programs.
- Record and maintain a written summary and/or minutes of each meeting and event held.
- Organize and maintain Google Suite folders as directed for assigned projects, including uploading files and standardizing nomenclature.
- Perform J visa processing and advising as an Alternate Responsible Officer, including administering Form DS2019 and Exchange Visitor program maintenance, such as Arrival Verifications, Program Extensions, and Transfer Ins and Outs.
- Perform other duties as assigned.

### Qualities:

- Applies feedback to improve performance.
- Demonstrates accuracy and thoroughness.
- Looks for ways to improve and promote quality; monitors their own work to ensure quality.

### Teamwork:

- Balances team & individual responsibilities; putting the success of the team above their own interests.
- Contributes to building a positive team spirit.
- Able to build morale and group commitments to goals and objectives.

### Computer Skills:

- Microsoft Office
- Google Suite
- Zoom
- Experience with project management software (SmartSheet)
- Social Media/Messaging (Facebook, WhatsApp, etc.)

### Physical Demands:

- Occasionally lift and/or move up to 50 pounds.
- Frequently required to stand, walk, and sit.
- Occasionally required to reach with hands and arms.
- Local and statewide travel is likely, and at times may travel out of state.



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**Education/Experience:**

- Master's degree in management, education, global studies, or international studies.
- Three+ years' related experience and/or training; or equivalent combination of education and experience.
- J visa/SEVIS administration preferred
- Bilingual (Arabic or Spanish) preferred.
- Displayed cultural competency.

**Time/Compensation:**

The Program Coordinator is a temporary full-time hybrid salary position in Austin, Texas. Some early mornings, nights and weekend work is required. This position has a starting salary of \$60K annually.

**How to Apply:**

Send a cover letter and CV to Steven Kroman at [TIECSearch@tiec.org](mailto:TIECSearch@tiec.org).