



INTO CSU Coordinator, Global Village Learning Community

Educational Context

INTO CSU is a joint venture that was formed through a partnership between Colorado State University in Fort Collins, Colorado and the British corporation INTO University Partnerships (INTO) of Brighton, England. INTO University Partnerships (IUP) is an organization working in partnership with leading US and UK universities and investing in the development of world-class international student centers. It specializes in preparing students for undergraduate and postgraduate study in the US and the UK.

INTO CSU welcomes international students to programs that are aimed at helping them develop English-language competence for both academic and general purposes. It also provides international students with a pathway year of CSU degree-program coursework that results in the students entering directly a CSU undergraduate or graduate degree program.

Reflecting departmental and institutional values, candidates applying for an INTO CSU assignment are expected to have the ability to advance INTO CSU's commitment to diversity and inclusion. In addition to integrity and ethics, the INTO CSU Coordinator, Global Village Learning Community will be expected to uphold:

- CSU Principles of Community—Inclusion, Integrity, Respect, Service and Social Justice;
- INTO Values—Purpose, Passion, Partnership, Pride and Performance;
- INTO professional competencies—Communication, Teamwork, Customer & Student Focus, Role & Performance Focus, Solution & Innovation, as well as Change Management.

Job overview

Global Village is the living and learning community at INTO CSU and is part of CSU's learning communities. Learning Communities at CSU are defined as cohorts of students intentionally brought together around a common purpose with structured integration of curricular and co-curricular elements in order to promote student learning, retention, transition, and success. Learning Communities will demonstrate a clear presence of student affairs and academic affairs partnership, having a strong academic focus (credit-bearing classes, study groups, access to faculty, engagement pedagogy, such as service-learning or integrative learning), and demonstrate clear learning objectives.

The Coordinator of Global Village is expected to adhere to Colorado State University's Learning Communities efforts intended to:

- Increase student retention and commitment to higher education
- Increase academic performance and academic integration into the university experience
- Increase student satisfaction



- Foster smooth academic and social transitions to college
- Create a sense of community amongst learners

Reporting line

This position will report to the Director of Student Experience

Key accountabilities and duties

Leadership (35%). This includes, but is not limited to, the following:

- Hire, train, supervise, and evaluate the Global Village student staff
- Lead weekly staff meetings that includes ongoing development with student staff
- Represent Global Village and INTO CSU Student Services programs at meetings, committees, and campus and community student functions
- Practice open communication, be supportive of the efforts and activities of other staff members
- Act as a positive representative of INTO CSU. Contribute to the development and implementation of overall Center goals and priorities
- Work closely with CSU Housing & Dining Services Residence Life staff regarding the partnership with undergraduate pathway students in Global Village to address procedures, student issues, and logistics
- Other projects/duties as assigned to facilitate department operations, programs, and services for INTO CSU students

Academic (20%). This includes, but is not limited to, the following key areas:

- Coordinate and implement co-curricular programs, activities, and skills workshops/seminars for students, fostering an ethic of academic success, social and cultural enrichment, and ensuring a successful transition to CSU/Fort Collins/US
- Work in conjunction with the INTO CSU Academic unit to organize workshops and events related to academic enhancement
- Collaborate with the INTO CSU Pathway Program Supervisor for ongoing development of CSU course sections designated for members of Global Village
- Develop positive and effective working relationships with campus partners such as CASA Learning Communities, the Office of International Programs, Student Diversity Programs and Services, and the Institute for Learning and Teaching and selected departments in the planning and implementation of programs for the Global Village community

Orientation (15%). This includes, but is not limited to, the following key areas:

- Plan and implement Global Village orientation prior to the beginning of each class session throughout the calendar year
- Provide an overview of the learning community and information about required courses to students during orientation
- Develop and implement additional, ongoing orientation and transition activities during each semester to continually engage and educate INTO students
- Assist with the coordination of international student arrivals prior to orientation week

Recruitment & Retention (15%). This includes, but is not limited to, the following key areas:

- Coordinate marketing, recruitment, selection and student retention of Global Village
- Collaborate with overall Collaborative for Student Achievement department to strengthen recruitment efforts to fill designated floors with qualified students
- Develop and distribute domestic student recruitment materials, respond to inquiries from students and parents, present to student groups, member of student selection team



Assessment (15%). This includes, but is not limited to, the following key areas:

- Collect data related to program goals and outcomes through student/staff evaluations and from retention and academic performance information to create annual reports for presentation to internal administrators and external audiences
- Develop and oversee mid-semester academic progress conferences that includes training Global Village mentors and monitoring completion of meetings with students
- Ensure program activities are in line with intended goals: develop/implement ongoing assessment through program evaluations and annual reports
- Serve on the Learning Communities Assessment Working Group
- Review and provide input on updating the Global Village strategic plan annually

Required Qualifications

- Bachelor's degree
- Minimum of one year professional experience in a higher education setting (2 years of a 20-hour per week graduate assistantship is equivalent to one year of professional experience)
- Demonstrated experience supervising, training, and evaluating staff
- Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date

Preferred Qualifications

- Master's Degree in College Student Affairs, International Education, TESOL, or similar
- Experience working with the development and implementation of a learning community that involves co-enrollment in courses
- Demonstrated experience working with international students in a higher education setting
- Demonstrated knowledge of and relevant ability with diverse communities
- Demonstrated ability to establish and maintain collaborative relationships with campus partners including developing faculty collaboration/support on behalf of programs
- Excellent communication and organizational skills; including interpersonal communication skills, presentation and writing skills
- Demonstrated awareness of transition issues of students entering higher education and of other groups who might benefit from learning community experiences
- Demonstrated experience with the creation and implementation of new, innovative programming; ability to work autonomously and as part of a team to build new program elements
- Demonstrated ability to manage program budgets and expenses
- Self-motivated team player with demonstrated ability to multi-task, a vision, and work autonomously in a dynamic work environment
- Excellent time management skills and the ability to prioritize to meet deadlines
- Flexibility and calmness with unexpected occurrences
- Pre-employment criminal background check (required for new hires); valid driver's license; U.S. Citizen or Permanent Resident status at the time of application; ability to work occasional nights and weekends

Position Information

Employment Classification: Administrative Professional/Research Professional

This is a full-time, 12-month position; Salary: \$40,000 - \$43,000 plus benefits (a full description of benefits is available at: <http://www.hrs.colostate.edu/benefits/>). Reappointment and annual evaluation is



at the discretion of the Provost / Executive Vice President in consultation with the INTO CSU Executive Director.

This is a Colorado State University paid position.

How To Apply

To be considered for this position, please click the following link to submit your resume and cover letter:

<https://jobs.colostate.edu/postings/63789>

INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. INTO University Partnerships complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.