Manager of Student Programs (MSP)  
Foundation for International Understanding Through Students

The FIUTS Manager of Student Programs (MSP) leads the overall team responsible for several of FIUTS’ key programs aimed to provide transition support, social integration, and enrichment to current University of Washington students and scholars, including international student orientation, student activities, student leadership development, alumni programs, and Wednesday Lunch. The MSP oversees all activity coordination, student leadership programming, campus and community relationships, overall logistics, and post-event evaluation, ensuring that program activities are in line with FIUTS’ mission to inspire international awareness and understanding. The FIUTS MSP reports to the Executive Director and supervises the Student Programs Coordinator (SPC) and student employees as necessary.

The ideal applicant will be outgoing and detail oriented, a creative self-starter, an excellent public speaker, and possess comprehensive computer skills.

**Minimum Qualifications:**

1) Familiarity with multi-program nonprofit organizations  
2) Knowledge and experience with international education at the higher education level  
3) Extensive study abroad or overseas living experience  
4) Knowledge of leadership development or experiential education  
5) Proven skills in event planning, group facilitation, program administration.  
6) BA or equivalent and valid WA state driver’s license required.

**Duties Include:**

**International Student Orientation:**

- Partner with the Executive Director and other staff to manage a quarterly International Student Orientation program, including all formal programming, social events, and activities coordinated with other departments and off-campus entities  
- Communicate with all new students in advance of arrival  
- Prepare necessary information, both online and in hard copy for all incoming students to support their preparations and transition  
- Develop program speakers and coordinate speaking arrangements  
- Maintain overall schedule of event logistics and volunteers and oversee orientation events  
- Oversee participation and delegation of roles to other staff as needed  
- Provide sufficient orientation information to all staff to ensure a high quality student experience  
- Ensure that orientation programs meet student needs, campus requirements, and FIUTS’ mission.
Events & Activities:
- Work with the FIUTS Student Programs Coordinator and student leaders to create a quarterly calendar of campus, overnight, and local events; ensure appropriate staff coverage in event planning, leadership, and logistics
- Ensure that program activities meet mission, budget, and participation goals
- Coordinate trip reservations, tickets sales, and logistics as needed
- Ensure appropriate risk management practices
- Oversee creation of weekly student communications
- Serve as the primary contact with UW English Language Programs; ensure that this group has appropriate access to FIUTS programs.

CulturalFest:
- Oversee the Cultural Performance element of the event, including recruitment, selection of performers, preparation and technical oversight, and day-of-coordination
- Collaborate with student groups and the planning committee to ensure balanced representation of cultures, musical styles, etc.
- Coordinate the work of the Co-chairs and planning committee
- Support other staff in the overall production of the event.

Student Leadership Development:
- Oversee the execution of the FIUTS Facilitator (student leadership) Program, providing leadership training and opportunities for experience and engagement among student leaders
- Create ongoing programming to enrich the leadership experience, broaden skills, and build opportunities for engagement within the student leadership community
- Serve with the ED as part of the advisory team to the FIUTS Student Board and student planning committees for special events
- Recognize and celebrate leadership achievements

General Administration & Fundraising:
- Work as part of the Executive Leadership Team of FIUTS, influencing program development, strategy, program quality, and innovation
- Research and select technology as needed to provide appropriate infrastructure for student programming, including volunteer management and communications
- Provide support and insight into new initiatives, funding opportunities, and areas of growth
- Represent FIUTS and Student Program Development on the national, local, and campus level
- Partner with Board and community committees as appropriate
- Additional tasks as assigned.

The deadline to apply is Monday, June 15, 2015.

To apply, please send cover letter and resume as pdf files to:

Era Schrepfer, Executive Director
FIUTS
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www.fiuts.org