Student Programs Coordinator (SPC)
Foundation for International Understanding Through Students

The FIUTS Student Programs Coordinator works with the Manager of Student Programs (MSP) as part of the overall team to plan and carry out 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, programs for recent alumni, and Wednesday Lunch. The SPC oversees logistics, site coordination, front desk operations, and post-event evaluation, ensuring that program activities are in line with FIUTS’ mission to inspire international awareness and understanding. Reports to the Manager of Student Programs.

Position Duties:

International Student Orientation (20%)
- Support the MSP in coordination of quarterly International Student Orientation programming
- Coordinate several major social and intercultural orientation events for new students
- Oversee production of greeting table
- Schedule event logistics, recruit and supervise volunteers, provide support to orientation events as needed

Student Programs (45%)
- Work with MSP and student leaders to create a calendar of campus, overnight and local events
- Manage internship program to provide sufficient coverage of reception area; recruit, interview, train and supervise new interns each quarter
- Supervise one work-study position
- Create and meet budget and participation goals
- Coordinate reservations, tickets sales, and logistics; manage front desk operations
- Oversee student leaders in preparation for outings; provide training when necessary
- Collect and compile post event photos and evaluations
- Work with MSP and other staff to prepare weekly correspondence with all students through the FIUTS E-news
- Coordinate room rentals and all logistics for Wednesday Lunch program serving 200-300 international and US students each month; recruit and supervise community volunteers

Alumni Relations (5%)
- Serve as contact for alumni requests and communications
- Coordinate small-scale alumni events when possible, both locally and overseas

Major Events (10%)
- Work as part of staff team, supporting student groups and overall festival planning and coordination for CulturalFest and other organization-wide events
- Coordinate front-of-house activities, program volunteers, or other event elements

Student Leadership Development (10%)
- Plan and execute leadership training and enrichment opportunities for student leaders
- Serve as advisor to student planning committees for special events and activities as necessary
- Support the oversight of the FIUTS Student Board
- Produce events to celebrate and recognize student leaders

General Administration (10%)
- Oversee Corporate Sponsorship Program; serve as point of contact for corporate supporters
- Work closely as part of a small team on program development, strategy, and innovation
- Support general office infrastructure and program logistics for organization-wide programs
- Represent FIUTS at community programs, Board of Trustee meetings, and other events

To apply, send a resume and cover letter in pdf format via email by FRIDAY, MAY 17, 2014 to:

Era Schrepfer, Executive Director
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