

NOTICE of FILING of PERMANENT EMPLOYMENT CERTIFICATION

Instructions for federally-mandated internal posting:

Post this notice in a conspicuous location at the job site for 10 business days.

China Programs Student Success Specialist, International Programs, Colorado State University, Fort Collins, CO

Description of Work Unit: The China Programs Student Success Specialist will report to the Associate Provost of China Programs, and be a key member of the China Programs Unit within the Office of International Programs. The individual in this position is expected to work closely with colleagues in the Office of International Programs, including the International Student and Scholar Services (ISSS) team, the International Initiatives (II) team and the Education Abroad (EA) team. The position will also work closely with offices throughout CSU including Admissions, Residence and Apartment Life, the Registrar's Office, and other academic and student affairs units.

Position Summary: The China Programs Student Success Specialist supports international students and scholars at Colorado State University (CSU) with a focus on students who are part of CSU's special partnership efforts with Chinese universities and high schools. CSU's Chinese student population has experienced tremendous growth in recent years resulting from special tuition support programs, dual degrees, short-term study, the INTO CSU program, and other collaborative initiatives with major Chinese partner universities and high schools. This position will work directly with Chinese students, and offer programs and services that will enhance their success and experience at Colorado State University.

This position will be a liaison among students, partner institutions and Colorado State University to facilitate a smooth transition and to ensure the academic success of students transferring to CSU. This position will work closely with the CSU China Office in Shanghai to provide pre-departure orientation, welcome letters, and pre-arrival guidance to new students. This position is also responsible for organizing welcome events intended to create a strong and supportive campus environment for Chinese students. The individual in this position is expected to work with a student-centered attitude and to collaborate effectively with CSU faculty and staff to develop and implement programs and services that encourage Chinese students to be involved in campus life as well as advising students about academic support services and other campus resources. The individual in this position will collaborate with student affairs offices across campus to meet the needs of Chinese students and increase retention rates. This position will also provide administrative and programmatic support for China partnership activities including program planning, delegation support, support of research initiatives, support of the Confucius Institute at CSU, and other duties that support CSU's growing efforts in China.

Job duties:

Advising and Support for International Students

- Collect and analyze data related to Chinese student success and retention.
- Develop and implement programs and services that support international students and scholars. Programs and services should support the academic, co-curricular, social, professional and personal needs of Chinese students and scholars at CSU.
- Provide programs and services specifically for students that come to CSU through Chinese partner institutions, including students in dual degree programs, short-term study programs, and high school partner programs.
- Research and develop best practices for effective services delivery.
- Advise students regarding educational issues, such as credit transfer, placement tests, course registration, academic probation policies, graduation plans, financial aid, etc.
- Advise students of admission requirements, financial aid opportunities, pre-enrollment checklist, etc.
- Take proactive steps to improve communications with students, faculty and staff.
- Support activities related to additional Chinese programs including the INTO CSU programs, CSU Confucius Institute, Chinese Scholarship Council programs, visiting Chinese delegations, agency agreements, the Chinese Students and Scholars Association, the Chinese language club, International Students and Scholars Services and other relevant programs.
- Develop close relationships with Chinese students and provide academic and cultural support through individual appointments and group presentations.
- Review student performance and student records in order to ensure that Chinese partner students are making satisfactory academic progress toward degree completion.
- Advising students who are on academic probation or dealing with emergency issues.
- Advising the CSU Chinese Students and Scholars Association.
- Advising Chinese students helping them to understand university policies, helping them to learn about campus resources, activities, student development information and otherwise helping them overcome difficulties.
- Establish connections with students during the pre-enrollment period to include, but not limited to, providing welcome letters, pre-arrival guides, and engagement via welcome receptions, shopping trips, individual advising and other student welcome activities.
- Work with academic and faculty advisors, and other student affairs units such as CASA (Center for Advising and Students Achievement), Registrar's Office, SLICE (Student Leadership, Involvement and Community Engagement), Honors Program, etc. to ensure Chinese students are receiving applicable academic and social interventions.

Communications

- In collaboration with the International Programs Communications Manager, develop print and electronic materials on Chinese student and research programs to internal and external audiences at CSU.
- Ensure accuracy and update content on the China Programs website; prepare newsletters, student brochures, and other communications materials.

- Develop and disseminate information regarding CSU's China efforts including reports and program data related to applicants and students.
- Manage information on Chinese alumni and support ongoing alumni communications efforts.
- Support the needs of inbound and outbound Chinese delegations.
- Represent CSU, as appropriate, during recruitment activities and partnership development programs with institutions in China.
- Present the pre-departure orientation for new students.
- Communicate with partner institutions about course descriptions, students' transcripts and diplomas.
- Communicate regularly with CSU academic and student affairs offices to ensure student success.

Other Support

- Provide support for all aspects of Chinese student programs and activities of the Office of International Programs and the China Programs unit, including the Confucius Institute at CSU.
- Create a course descriptions inventory to support the Registrar's Office with credit transfer.
- Other duties as assigned.

Minimum Qualifications:

- A Master's degree in higher education administration, student affairs, or a related field.
- Detailed knowledge of Chinese and U.S. higher education policies and practices.
- Minimum of two years of professional experience at a U.S. institution of higher education evaluating Chinese transfer credits. Must have a thorough understanding of the credit transfer process.
- Familiarity with U.S. university admissions procedures, international educational systems, and academic policies.
- Full Professional Proficiency in Standard Mandarin Chinese and English to communicate with Chinese partner institutions, Chinese students, their parents, and other university stakeholders.
- Proficiency in the design and maintenance of a website, newsletter, student brochure and/or other promotional materials.
- Experience with program budget management.
- Experience in the design and implementation of student outreach programs such as workshops, orientation sessions and other comparable activities.
- Experience advising Chinese students regarding academic study and cultural differences.
- Experience dealing with student personal issues and emergencies with confidentiality and exceptional sensitivity.
- Knowledge of existing college student support services.
- Strong interpersonal skills.
- Ability to work as a team member.
- Personal or professional experience working with people of diverse cultural backgrounds, and a demonstrated commitment to intercultural sensitivity.
- High degree of organization to maintain records, issue reports, and provide timely services.
- Ability to multitask in a fast-paced work environment.

Competencies Required:

- Detail oriented with excellent organizational and time management skills.
- Ability to work creatively and to be self-reliant, while also being willing to work cooperatively as part of a team with faculty, staff and students.
- Ability to engage students informally and motivate students in an emphatic manner.
- Ability to build positive relationships with existing campus student support programs.
- When meeting with students, must be able to use own judgment to discern when a student may be struggling, either personally or academically, and engage the appropriate CSU support office.
- Must understand and apply FERPA/confidentiality rules and apply them cross culturally.
- Using CSU advising system, advise students on class choices and other academic opportunities to ensure student success.
- Represent CSU with exterior constituents.
- This position must maintain a high level of confidentiality.

Salary: \$ 47,736 per year

Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. 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.

The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407.

The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

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 (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

This notice is being posted as a result of the filing of an application for permanent alien labor certification for the job description above.

Any person may provide documentary evidence bearing on this application to the Certifying Officer, U.S. Department of Labor, Employment and Training Administration, Atlanta National Processing Center, Harris Tower, 233 Peachtree Street, Suite 410, Atlanta, Georgia 30303 Telephone: (404) 893-0101 FAX: (404) 893-4642