Student Program Coordinator for the Study of the United States Institutes

Job description

During the SUSI Program the Student Program Coordinator (SPCs) has two roles, one prior to SUSI and one during SUSI.

The role of the SPC prior to SUSI is:

- **Helping with the organizational aspect of SUSI** (making phone calls, picking up deliveries, running errands, putting together the Resource Binder for the program, figuring out phones for participants, planning Saint Mary’s Student orientation, making reservations, making schedules, arranging transportation, programs, flyers, contacting host families, etc.)

- **Assisting with the academic aspect of SUSI** (uploading readings on to BlackBoard, making digital photocopies of session readings, checking out materials at the library, locating appropriate videos, websites, articles, etc.)

- **Being responsible for Specializing in a facet of SUSI**: Logistics (travel arrangements museums), Saint Mary's liaison (IT, Press), Hospitality (Special Events, Building Services, Restaurants), Community Outreach (Host Family, Service... etc), Academic Support (Aiding in academics and making of binder), Preparing packets of information about local attractions/restaurants, etc. for all travel destinations

- **Becoming familiar with most aspects of the culture, history, location, etc., of the participants’ home countries. Establishing contact with SUSI participants via email or Facebook prior to their arrival in the U.S.**

- **Contributing creatively**

*During* SUSI, this role expands to also include:

- **Airport greeting and departure**: arrival includes accompanying one of the directors to appropriate airport and assisting with greeting signs, participants’ bags, and overall being hospitable. Departure includes accompanying one of the directors to the airport at the end of the program. Tasks include: organizing the participants’ departure information and making sure every participant leaves safely.

- **Playing an informal “resident advisor” role**: includes making program announcements, sending informational e-mails, guiding participants around Saint Mary’s campus, distributing linens/towels/other necessary materials, being responsive in the event of an emergency, upholding SUSI guidelines and rules, as well as being sources of information and assistance and being always available and approachable when on duty.

- **Ensuring the smooth flow of daily events**: includes driving participants to scheduled events (i.e., group meals at restaurants, volunteering at service locations), setting up classrooms, preparing handouts for trips, distributing special meals (especially during Ramadan), etc.

- **Working in the office while participants are in class**: continuing projects started on before arrival of participants, continuing work in area of expertise, any task that arises that needs to be addressed

- **Role of SPC while traveling** (These are extremely important. Failure to fulfill these duties will result in warning and possible termination); doing head counts on busses, assisting with the distribution of per diem moneys, making sure participants arrive at bus/events in a timely manner, distributing meals during Ramadan, having confirmations of reservations/tours during trip at hand, serving as guides and activity organizer for SUSI participants. SPC will be fully
familiar with area's attractions, historical landmarks, museums, tourist scenic sights, and prepared to offer suggestions to participants and accompany them if necessary. SPC will be relieved of these duties only if SUSI participants choose to explore the city on their own or have made other plans. City maps and lists of attractions/restaurants will be prepared and distributed in advance.

**Required skills**
- Proven record of intercultural sensitivity and experience with international contexts
- Drivers License and driving insurance coverage
- Word processing

**Preferred skills**
- Graphic design
- Photo and video design
- Own vehicle
- Knowledge of international relations/global studies
- Proficiency in a second language