



WEST VIRGINIA STATE UNIVERSITY

Program Coordinator of International Student Services Office International Student Services

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

West Virginia State University is looking for student-centered candidates for the position of Program Coordinator of International Student Service reporting to the Director of International Student Services.

The Program Coordinator of International Student Services is responsible for supporting the International Student and Scholarship unit in the Office of International Student Services at West Virginia State University. The Program Coordinator reports to the Director of International Student Services and works in close collaboration to support WVSU's international students and scholars. This position is responsible for supporting the day-to-day operation and development of international students as well as collaboration with campus units to ensure international student success. Additionally, the Program Coordinator acts as a backup and supports and facilitates student data in SEVIS, ensures compliance with federal regulations, and assists with revising program operation policies that enhance the student success and transition of international students. This position assists with the developments and implementation of communication between WVSU and the international partnerships and exchange activities. The Program Coordinator works to ensure constant communication between Enrollment Management, Academics, and other campus stakeholders.

This is an at-will FLSA status exempt benefits eligible position.

Responsibilities for the Coordinator

- Serve as the primary frontline contact for international students.
- Assist with implementing the overall strategy and development of programming and services through the international student journey model, including International Student Orientation, academic and cultural advising sessions and workshops, and other student programming and events throughout the year.
- Assist with maintaining compliance with visa regulations, provide high-quality advisement and service to students, and support long-term strategies for recruitment and retention of international learners.
- Assist with conducting an evaluation for continued improvement for International programs and services. Recommend changes as appropriate based on analysis.
- Engage and coordinate with key administrative and academic constituencies and community stakeholders to support international student and scholar success.
- Assist in the development, implementation, and maintenance of the risk management and export control policies on international education policies and procedures.
- Assist in the development and implementation of a comprehensive internationalization strategy, which includes writing grants and foundation proposals.
- Work with the International Advisory Board to support a broad range of internationalization initiatives on WVSU's campus.
- Assist and coordinate the development and implementation of Office of International Student Services special events, including Homecoming, International Education Week and others.
- Collaborate with Alumni Relations, Research and Development and Academic Affairs as needed to further international strategy.
- Assist with budgeting, goal setting, office planning, and special projects.
- Represent Office of International Student Services at campus, community, and national meetings as requested.
- Perform support duties of VA program for Program Director
- Other related duties as assigned.

Education and Experience Required

- *Earned Baccalaureate degree*
- *Five (5) years of relevant work experience and/or other specialized training can be used in lieu of education requirement.*
- *Previous relevant experience in a university or similar setting.*

Preferred Experience

- One (1) to two (2) years of experience working in an Office of the Registrar, Financial Aid, Student Services, International Services, or Admissions at an institution of higher education.
- Experience with USCIS, ICE, and SEVIS compliance, recruitment of international students, international student programming, etc.
- Working and tested knowledge of Banner (Ellucian) and Degree Works or similar student information systems
- Demonstrated experience interpreting and explaining academic and administrative policies and procedures.

Salary Statement

Salary will be commensurate with experience.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by July 18, 2025.

All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability.

West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 304-766-3083 or ada@wvstateu.edu