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

FIUTS advances international understanding through cross-cultural experiences, student leadership, and community connections. Founded at the University of Washington in 1948, FIUTS delivers a wide range of programs that build a diverse and active global community, engage students and community members in dialogue and exchange, and promote citizen diplomacy.

The FIUTS Student Programs Coordinator works with the Manager of Student Programs (MSP) to plan and carry out several key programs that provide transition support, social integration, and enrichment to current University of Washington students and scholars. The SPC oversees logistics, site coordination, operations, and post-event reflection, ensuring that program activities are in line with FIUTS’ mission to inspire international awareness and understanding. Reports to the Manager of Student Programs.

Salary: 35-36K plus benefits including medical and dental coverage, 401K with match, UW library access, single-class tuition exemption opportunities, and U-Pass transit permit.

Application Deadline: September 3, 2018

Duties Include:

International Student Orientation (10%)
- Support the MSP in coordination of quarterly International Student Orientation programming
- Coordinate social and intercultural orientation events for new students
- Oversee ticket sales for orientation events
- Schedule event logistics, recruit and supervise volunteers, and provide support to orientation events as needed

Student Programs (45%)
- In partnership with the MSP, other staff, and student leaders, create a quarterly calendar of events and excursions to promote curiosity, dialogue, and exploration
- Set and meet budget and participation goals
- Coordinate reservations, ticket sales, and logistics
- Provide training and mentorship to student leaders
- Collect and compile post-event photos, evaluations, and other data
- Coordinate and prepare a weekly electronic newsletter for students
- Coordinate Wednesday Lunch program

Student Leadership Development (20%)
- Oversee onboarding process of new student leaders; plan and execute leadership training
- Support MSP in production of enrichment opportunities and celebration and recognition events for student leaders
- Serve as advisor to student planning committees
- Coordinate the CulturalFest Expo, working with a student committee to recruit and prepare exhibitors for the event

Office Administration and Other Duties (25%)
- Manage internship program to provide sufficient coverage of reception area; recruit, interview, train and supervise new interns each quarter
- Oversee front office operations
- Support general office infrastructure and program logistics for organization-wide programs
- Coordinate supplies and materials for office activities
- Work closely as part of a small team on program development, strategy, and innovation
- Represent FIUTS at community programs, Board of Trustee meetings, and other events
- Serve as part of the staff team for major programs and events throughout the year

Minimum Qualifications:
- BA required, or equivalent combination of education and work experience
- Familiarity and experience with multi-program nonprofit organizations, international education, and higher-education
- Overseas experience and experience working with diverse populations
- Experience managing student volunteers, event planning (including large-scale events), group facilitation, public speaking, and program administration
- Familiarity with Seattle and the Pacific Northwest; familiarity with UW preferred
- Computer proficiency required in Microsoft Office, Salesforce experience preferred
- Willingness to work evenings and weekends when necessary in a high-volume environment
- Valid WA state driver’s license

To apply, send a resume and cover letter in pdf format via email by **Monday, September 3** to:

Era Schrepfer, Executive Director
Foundation for International Understanding Through Students
era@fiuts.org