



PROGRAM COORDINATOR

The **Program Coordinator** is part of a team that develops and implements CCSA programs. The person is responsible for coordinating study abroad programs in partnership with the CCSA team and faculty from our member institutions, acting with a high level of autonomy in decision-making and high expectation on responsiveness.

The ideal candidate will bring proven experience with program management, enjoy working with people, be solution-focused, with excellent verbal and written communication skills to work with a wide array of individuals.

This is a full-time staff position that reports to the CCSA Executive Director and works closely with the faculty, on-site administrators, and CCSA Board of Trustees. CCSA offices are in Bowling Green, Kentucky.

Primary Duties and Responsibilities

- Coordinate assigned study abroad programs to include, but not limited to, budget development, on-site arrangements, and program excursions.
- Work with individual faculty so they may effectively deliver their courses through program planning and activities.
- Coordinate group air & travel day logistics that includes, but is not limited to, air costing package, group air requests.
- Coordinate arrangements for Board meetings and faculty/program director orientations.
- Incorporate Forum on Education Abroad standards into duties.
- Actively engage in ongoing professional development.
- Other duties as assigned.

Minimum Training and Experience Required

- Bachelor's degree (Master's degree preferred).
- 3+ years of related professional experience.
- Work clearance via background check on the selected candidate.
- Proficiency with Microsoft Office Suite.
- Proficiency with Google tools.
- Valid driver's license and a valid passport.

Other Areas Assessed in Selection Process

- Demonstrated ability to collaborate effectively in the development and management of study abroad programs.
- Experience with international travel and/or study abroad programs.
- Organizational skills and attention to detail.
- Verbal and written communication skills.
- Skills with computers and related hardware and software.
- Ability to work flexible hours during peak activity periods.
- Ability to exercise sound judgment under stressful situations.
- Ability to travel with study groups as support staff (if needed).
- Ability to deal with crises in which individuals or groups may need immediate assistance.

Other details

- Anticipated hiring range \$45,000 to \$55,000 (DOE) and may be reviewed on an annual basis.
- Anticipated start date of June 1, 2023.



PROGRAM COORDINATOR

- A review will follow a six-month probationary period.
- Priority consideration for applicants who work on-site in the CCSA main office.
- Remote/hybrid will be considered only for a highly qualified individual who resides within reasonable proximity to the main office and/or a CCSA member institution.

Application Process

- Email application package to the contact below that includes (1) a cover letter that explicitly connects skills and experience to the duties stated here, and (2) resume with contact information of three professional references.
- Review of applications begins immediately and may close unannounced.
- Application deadline is March 27, 2023, then open until filled.

Send application package to:

Jerry Barnaby
Executive Director
jerry@ccsa.cc