

International Student Engagement Manager

Full-time position



Global **Minnesota**

Position Summary: Put your best program development skills and your passion for building global understanding to work in creating and executing new and continuing opportunities to connect international students to Minnesota. This full-time role will lead the new initiative to welcome international students, connecting them to the Minnesota community, including Global Minnesota corporate and individual members, for exchange, support, and engagement. Initiate immediate opportunities for international student engagement by leveraging current programs. Envision and implement new programs to connect hundreds of international students while building plans for ongoing activities that leverage Global Minnesota's strengths and increase Global Minnesota's community reach. Many international students are physically present in Minnesota and programs are anticipated to be both in-person and virtual.

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.5 million budget, Global Minnesota is proud to be celebrating 70 years of connecting Minnesotans to the world and the world to Minnesota. Currently some staff work hybrid schedules and others work from home. For more information, visit our website at: www.globalminnesota.org.

Environment: Global Minnesota staff work in a fast-paced, dynamic environment and need to be efficient, flexible, professional, dependable problem solvers, who can work well independently and as part of a team. Self-starters with well-developed communication, cross-cultural, and interpersonal skills and an interest in meeting and working effectively with multiple constituencies are especially effective.

Reports to: Program Director

Qualifications:

Required: Must be Minnesota-based and able to commute to Minneapolis office. B.A. and 2 years of relevant program experience in a growing and creative position. Demonstrated ability to efficiently and effectively create and implement programs in the near term and on limited budgets. Strong work ethic, positive can do attitude, ability to work independently as well as part of a team. Demonstrated sound judgment in decision-making and problem-solving required. Strong interest in working with international students and commitment to building international understanding.

Good writing skills and effective communication in-person and via email, phone, and video are essential, as well as the ability to navigate the nuances of cultural differences. Advanced knowledge of Google mail and Microsoft Office Suite, primarily Word, Excel, and PowerPoint.

Preferred Additional Qualifications: International study experience; entrepreneurial spirit, understanding of Global Minnesota programs, effective public speaking skills, experience with Raiser's Edge database. Experience in international student recruitment or international student services a plus.

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Position Details

- Identify opportunities for hundreds of international students to engage in current programs as they are taking place now or with modifications.
- Collaborate with current program managers and other staff to increase international student participation across the organization.
- Build communications with Minnesota universities and colleges across the state to offer opportunities for international student engagement.
- Assess, modify, and communicate the benefits of complimentary International Student Memberships to grow engagement.
- Develop regular communication tools and templates that promote current, new and future programs and engage international students. Manage and grow ongoing communication.
- Recommend and implement new, low-barrier ways to welcome international students this year that connect them to the community and Global Minnesota corporate and individual members, with an emphasis on maximizing participation.
- Strategize and envision new programs and opportunities to connect international students to the community and Global Minnesota corporate and individual members. Seek opportunities to increase Global Minnesota's ability to connect international students with new and expanded audiences.
- Define student needs and interests and build out program plan.

Other duties

- Serve as a backup to other staff across the organization when out of the office. Provide backup support to other programs as needed.
- Participate in staff meetings, programs, events, board functions, fundraisers and more on a regular basis to ensure understanding and support for the organization. Assist with other programs and duties as directed by supervisor.

Employment and Benefit Information: This position is a full-time, exempt employee working 40 hours/week. If preferred by the candidate, there is flexibility to work 80 or 90% time. Initially, work can be done mainly at home, in-office or hybrid. A more regular hybrid schedule may be requested in spring 2022. Laptop, extra monitor, keyboard, etc. provided. Work would need to be done generally between 8:00 am and 6:00 pm, Monday-Friday, with some early mornings, later evenings or weekends for programs/events. Some travel within Minnesota is possible.

Salary is \$39,520 to \$45,000, based on relevant experience. Global Minnesota offers a full compensation package including salary, paid vacation, paid holidays, paid sick leave, health insurance, dental insurance, long term disability insurance, parking, opportunities for professional development, employer contribution to a retirement fund, optional pre-tax employee contribution to a retirement fund and optional pre-tax employee contribution to a Health Savings Account. Our team regularly has opportunities to learn from global and business leaders.

Confidential Application Process: Send a resume and cover letter/ letter of interest to Paula Fagbule Administrative Coordinator, at info@globalminnesota.org. Applications will be reviewed as received.