

# MANITOWOC LUTHERAN HIGH SCHOOL

Position: Assistant International Coordinator



**Last Updated:** 1/2024

**POSITION CATEGORY:** Regular Part-Time; Hourly

**POSITION SUMMARY:** The assistant international coordinator works with the international coordinator with all tasks related to our international students.

## **ACCOUNTABILITY:**

- Works with the International Coordinator
- Falls under the Student staff services of the board

## **MAIN JOB DUTIES:**

- Serve as SEVIS DSO (Designated School Official)  
This pertains to US Homeland Security Certification to enroll International Students.  
The International Program Director is the PDSO (Principal Designated School Official).
- Help with recruiting, training, and maintaining host families.
- Help with planning and chaperoning student activities, events, and trips.
- Help with updating International Student and Host Family Applications.
- Help with updating and administering International Student and Host Family Surveys.
- Help with monthly meetings with individual international students.
- Help with planning and operating the American Student Mentor Program.
- Be willing to attend professional development and student recruiting events.
- Help create and execute an International Fair at MLHS.
- Help follow up with international alumni of MLHS.

## **OTHER DUTIES:**

### **Items Accomplished assisting the Communications Director**

- Help with updating the International Student Program portion of the MLHS website.
- Help create, publish, and distribute International Student Program newsletters.
- Help create and publish promotional materials.
- Help create and publish two videos, an International Student Recruiting video and a Host Family Recruiting video.

## **POTENTIAL ROLES**

- Be a Host Family, House Parent, and/or help find House Parents.
- Help create and encourage a network of WELS F-1 Elementary Schools in Manitowoc

The Assistant International Coordinator position is reviewed annually.