**International Program Administrator**

**Coastline Community College**

**Education Bound U.S. Program (CCC EBUS)  
Guangzhou, China**

**CONTRACT EDUCATION ASSIGNMENT**

Coastline Community College (CCC) in Fountain Valley, California, is seeking an onsite bilingual Program Administrator for its CCC EBUS program at Xiang Jiang High School (XJHS) in Guangzhou, China. In collaboration with the high school, Coastline’ EBUS program offers college counseling services, intensive English language training, and college-level courses to high school students while in their home country in order to prepare them for successful transfer to U.S. colleges and universities.

Under the supervision of the EBUS Program Director, the Program Administrator shall provide onsite coordination and facilitation of the EBUS educational programs and services offered at Xiang Jiang High School in Guangzhou, China.

Assignment location: Guangzhou Xiang Jiang High School (XJHS)

Jade-Green Island Xintang Zhen  
 Zengcheng Shi, Guangdong, P.R. China

Responsibilities:

In collaboration and consultation with the Coastline EBUS and XJHS administrations:

1. Coordinate and facilitate admissions
2. Coordinate and facilitate registration processes
3. Facilitate program staffing and faculty recruitment
4. Coordinate the scheduling of classes and activities
5. Identify, develop, and provide program/staff training
6. Coordinate and schedule technology/computer lab needs
7. Coordinate and implement marketing and recruitment activities
8. Lead regularly scheduled EBUS Task Force Teleconferences
9. Develop and provide reports related to onsite operations
10. Provide recommendations for the development and standardization of program operations
11. Oversee and facilitate all arrangements for services pertaining to traveling faculty and staff such as Chinese work documents, air and ground transportation, housing, local orientations, etc.
12. Represent Coastline at XJHS meetings, events, and activities
13. Facilitate and/or perform translation of communications and materials, both written and verbal in English and Mandarin Chinese
14. Serve as primary point of contact for students and parents as it relates to Coastline’s EBUS program
15. Oversee and/or coordinate daily operations for EBUS that include administrative and clerical support such as mail, copying, ordering supplies and textbooks; computer lab operations
16. Develop, interpret, and apply policies and regulations that pertain to EBUS program
17. Respond to questions from other employees, students, parents, and faculty and refer as necessary
18. Serve as an ambassador of the college
19. Other duties as assigned

**Compensation: to be determined**

**Minimum Requirements:**

* Bachelors Degree in areas of education, counseling, international relations, or business, or other related field
* At least 5 years experience in managing an educational program or equivalent
* Demonstrated knowledge of both the Chinese and United States education systems
* Excellent English and Mandarin Chinese writing and speaking skills

**Desirable qualifications:**

* Experience with online education systems
* Experience with international student programs

**Letter of Interest:**  If you are interested in this position, please submit a letter of interest along with your resume to Betty Disney at [bdisney@coastline.edu](mailto:bdisney@coastline.edu) . Closing date: Friday, December 9, 2011