

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
Illinois Fire Service Institute
International Program

Asian Program Manager

Ad Copy – 50%-time Position

Function:

This position will assist Director of the IFSI International Programs by performing managerial duties that involve a broad range of bilingual and multi-cultural knowledge and the application of techniques and practices to the international programs. This position works in all operational areas of the IFSI International Programs with particular emphasis on coordination, plan, develop, and execution of the programs.

Responsibilities:

- Assist the Director of the IFSI International Programs in the planning, developing, preparing and administering all programs and activities that are designed to meet needs and interests of IFSI and its international customers, focusing on three main areas of library and information science, firefighting, and emergency response management
- Keep in close touch with international partners and customers to prepare the name list, program content and schedule, invitation letters, field trips, speakers, and cultural and social activities
- Assist in hiring and training student employees
- Assist the international customers with visa applications in the USA and home country
- Provide day-to-day administration of the IFSI international programs to ensure smooth and efficient management of all programs
- Design promotional and marketing materials, including but not limit to web pages, flyers, brochures, and year books
- Work in partnership with IFSI library staff, program directors, IT people and other partners while developing and implementing the programs
- Correspond or communicate on a variety of matters with the Director of the IFSI International Programs, IFSI Director, IFSI staff, and international partners and customers
- Interpret, administer and update established policies and procedures, entitled “IFSI International Programs Standard Operating Guidelines”
- Assist in developing grant proposals for collaborative international programs and develop potential partners for the IFSI China Endowment Fund
- Assist in conducting research projects and publications with Chinese visiting scholars in Library and Information Science and emergency response management
- Collaborate with other campus international programs such as the University International Programs and Studies, China Executive Leadership Programs, and others sponsored by a variety of units on campus
- Be able to work evening and weekend hours consistently with business hours of the international countries
- Be able to travel as needed
- Perform other program related work as needed

Reporting Relationship:

This position reports to the Director of IFSI International Program, who reports to the Director of the Illinois Fire Service Institute who reports to the Provost

Required Education and Experience:

- Master degree (preference given to Library and Information Science)
- Fluent in Chinese (Mandarin) in listening, speaking, reading, and writing
- Familiarity with multicultural work environment
- Work accurately with details

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Additional Desired Qualifications:

- Experience in international program planning and development
- Ability to work cooperatively in a team environment
- Demonstrated effective communication and interpersonal skills
- Good problem-solving and decision-making ability
- Ability to work independently with limited supervision and under time pressure
- Ability to handle multiple tasks
- Prefer computer graphic skills of Adobe Design Premium CS4, including Photoshop, Illustrator, and Indesign

This is a regular academic professional position at IFSI and is an annually renewable, 12/12, 50%-time appointment with regular University benefits. This position may increase in %-time as the need arises and funding is identified. Candidates **must have evidence of authorization to work permanently in the U.S.** Start date will be as soon as possible after the close date of the search. Interviews may be conducted before the closing date, although no hiring decisions will be made until after the search has closed. Salary is commensurate with education and experience.

To apply, please create your candidate profile at <http://jobs.illinois.edu> and upload your resume by the close date (12/2/2013). Contact information for three references must be included on the application (letters may also be uploaded). For full consideration, candidates must complete the Hiretouch application process by the official close date.

Illinois is an Affirmative Action /Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity.
(www.inclusiveillinois.illinois.edu)