



International Student Coordinator

Based in Portland, Maine, Pan Atlantic Exchanges is a mission-driven international exchange organization that provides educational and training opportunities to qualified and enthusiastic young people from all over the world through our global network serving the J-1 Visa Program. Designated by the Department of State as a J-1 visa sponsor since 1984, we have enjoyed providing career training, exchange and educational opportunities for international high school and university students, recent graduates, and professionals in the US for many years. Pan Atlantic performs a mission of public diplomacy while transforming the lives of foreign students and graduates who come to the United States to learn about our country and way of life.

Summary of Position:

The International Student Coordinator is responsible for providing administrative support to program applicants, host organizations, and other exchange stakeholders to ensure appropriate development and execution of an educational and cultural exchange program in full compliance with U.S. Department of State J-1 visa regulations.

Responsibilities of the Position:

- Maintain complete and accurate records of all documentation related to J-1 visa program applicants, host companies, and overseas partners
- Accurately enter all participant details and documentation into CRM and State Department database (SEVIS)
- Follow up on any outstanding documents throughout duration of participants' US stay
- Conduct phone and web-based screenings with prospective program participants and US-based companies and other exchange stakeholders
- Provide ongoing support via phone and email to troubleshoot any issues that may arise for program participants and/or hosts
- Special projects and other duties as assigned

Prior Experience Requirements:

- Bachelor's Degree
- 1-2 years of office or administrative experience
- Exceptional organizational ability and attention to detail
- Excellent verbal and written communication skills
- Ability to work independently and within deadlines
- Flexibility and multi-tasking
- Demonstrated aptitude with use of databases and other technology including Skype, CRM software, Microsoft Word, Excel and Outlook
- Experience living or working abroad is a plus
- Comfort communicating with non-native English speakers

Due to federal regulations a background check will be conducted as a condition of employment.

Because we work with clients from all over the world flexible hours, including early mornings, evening and weekends may be required. We have a pleasant work environment, and allow significant autonomy to our employees as they manage their schedules and meet their work responsibilities.

Please send a resume and cover letter to ljauze@panatlanticsmsgroup.com with "International Student Coordinator" in the subject line. We will contact candidates who we would like to meet and further discuss this opportunity.