

Coordinator for the Office of Global Engagement &
Exchange Programs
Oregon Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=263308>

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Posted Oct. 1, 2025, set to expire Feb. 13, 2026

Job Title	Coordinator for the Office of Global Engagement & Exchange Programs
Department	Online Learning & Global Engagement
Institution	Oregon Institute of Technology Klamath Falls, Oregon
Date Posted	Oct. 1, 2025
Application Deadline	Oct. 15, 2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Higher Education Administration Educational Technology Adult and Distance Education Administration/Supervision
Job Website	https://jobs.oit.edu/postings/7123
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Job Description	

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Position Summary:

The Coordinator for Global Education and Exchange Programs supports Oregon Tech's commitment to internationalization and student success by coordinating all study abroad programs and providing comprehensive logistical support for students, faculty, and staff. This position assists with faculty's international travel and actively participates on the International Committee and other campus groups to strengthen global engagement and foster diversity across the university community.

The Coordinator researches, develops, and supports opportunities to expand international programs, including F-1 student programs, study abroad, student and faculty exchanges, and global education partnerships. As a Designated School Official (DSO), the Coordinator works within the USCIS SEVIS system to ensure compliance with federal regulations while providing holistic support and resources for international students as they navigate government requirements and institutional policies.

In addition, this position provides operational support across areas connected to Academic Affairs, including online learning, global engagement initiatives, teaching excellence, and the Honors Program. Through these efforts, the Coordinator plays a critical role in advancing Oregon Tech's mission to prepare students, faculty, and staff for success in an increasingly interconnected world.

Required Qualifications:

- Bachelor's degree with one (1) year of experience working in international education. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.
- Experience researching and interpreting federal regulations.
- Excellent interpersonal communication and oral presentation skills.
- Strong customer service orientation.
- Current, valid Driver's License approved for use in the state of Oregon.
- Current, valid permanent US Work Authorization.

Preferred Qualifications:

- Two (2) or more years of experience in international education or study abroad. A Master's degree in a related field may be substituted for up to one (1) year of the required experience.
- Passion for working with international or exchange students in higher education.
- Excellent professional writing skills.



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Applications are accepted exclusively via the Oregon Tech Job Board. For additional information, or to apply, please visit:

[Oregon Institute of Technology Portal | Coordinator for the Office of Global Engagement & Exchange Programs](#)

EEO/AA Policy

Oregon Tech is an Affirmative Action/Equal Opportunity Educator and Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring, or the terms and conditions of employment, on the basis of age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law.

Oregon Tech is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact the Office of Human Resources.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Human Resources
Oregon Institute of Technology
3201 Campus Drive
Klamath Falls, OR 97601

Phone Number 5418850158

Fax Number 5418515200



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Contact E-mail oithr@oit.edu