



Program Coordinator, Latin American Studies Program

Johns Hopkins University School of Advanced International Studies (SAIS)

Location: Washington, DC

Application link: <https://jobs.jhu.edu/jhujobs/jobview.cfm?reqId=314382&postId=14968>

Application deadline: Open until filled

General Description:

The Latin American Studies Program Coordinator is responsible for providing general administrative support to the Program Director, Associate Director, full-time faculty and professorial lecturers. Responsibilities include organizing department events, and contributing to the planning and execution of international study trips, internal and external communication, and recruiting activities. Additionally, the Program Coordinator monitors and maintains web page content, budgets and monthly expenditures, program files, and office supplies in addition to providing general information to students, visitors, and callers, among other duties.

Skills:

- Good language skills (both written and oral) in English and Spanish/Portuguese.
- Good general knowledge of Latin America is necessary, through personal exposure or academic training; previous experience living and/or working in the region is strongly preferred.
- Excellent people skills, professional demeanor, and cultural sensitivity are necessary for regular contact with students, faculty, staff, visitors, etc.
- Excellent knowledge of word processing and other computer tools, in particular the Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, internet research tools, web page management software such as Site Executive, Microsoft Office Publisher, etc.).
- Attention to detail in all aspects of the job is essential.
- Ability to quickly demonstrate reliability.

Preferred Qualifications:

College degree with solid professional experience in a similar academic setting; strong Spanish and/or Portuguese language skills are strongly preferred; excellent people/computer skills, attention to detail and professional demeanor are essential; social media experience a plus.

Key Duties and Responsibilities

Program Coordination:

- Coordinating LASP lecture events, with input from the Program Director, faculty and senior staff (drafting and sending invitation letters to potential speakers, following up on invitations, ordering food, reserving rooms, making and posting flyers, sending out weekly email to the SAIS Communications Office for calendar posting of activities, drafting and sending thank you letters to speakers)
- Coordinating LASP special events (orientation, open house, receptions, etc.), office activities and meetings
- Drafting, revising, and proofreading memos, letters, and announcements for internal and external audiences
- Corresponding with students, faculty, and staff to process internal SAIS documents for Academic Affairs, the Business Office, HR, etc.
- Evaluating and disseminating Latin American political and economic news to LASP students and alumni
- Assisting with the planning of international LASP study trips
- Monitoring LASP budgets and compiling monthly budget reports for internal program use and reconciling statements with monthly departmental expenditures
- Updating/drafting LASP newsletters and brochures
- Maintaining PhD and other program files
- Coordinating activities related to graduate courses including tracking student grades, scheduling prospectus and dissertation defenses, scheduling and coordinating exams, etc.
- Generating LASP webpage content ideas and updating LASP webpages on a regular basis; ensuring that webpages are always up-to-date
- Assisting LASP Director and other faculty and senior staff with research as needed.
- Checking and ordering office supplies as needed

Administrative Support:

- Scheduling appointments
- Reserving meeting rooms
- Arranging videoconference calls
- Answering telephone calls on the main LASP line, screening callers, relaying messages, and providing general program information to callers with inquiries
- Typing routine correspondence in English, Spanish and/or Portuguese
- Making travel and accommodation arrangements
- Sorting, and screening mail
- Ordering books and supplies for full-time faculty and professorial lecturers
- Reserving rooms for full-time faculty and professorial lecturers as needed
- Processing general LASP bills and reimbursements
- Providing office and classroom technical support for the LASP Director, full-time faculty, and professorial lecturers
- Providing administrative support to school-wide committees as needed.

Note: This position posting should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

Please be sure to state salary requirements.

NOTE: The successful candidate(s) for this position will be subject to a pre-employment background check.

If you are interested in applying for employment with The Johns Hopkins University and require special assistance or accommodation during any part of the pre-employment process, please contact the HR Business Services Office at 443-997-5100. For TTY users, call via Maryland Relay or dial 711.

Required application materials:

- Resume
- Cover letter

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