



Classification Description

Job Title: Coordinator, CTLE and International Education

Pay Grade: 108

Job Code: 4774

FLSA Status: Exempt

Job Purpose

This is professional work in support of the Center for Teaching and Learning Excellence (CTLE) and Center for International Education requiring the ability to coordinate the completion of multiple tasks and projects with established time frames.

Duties in support of the CTLE include, but are not limited to, general administrative support, creating marketing and communications and supporting events for the CTLE including creating accessible communication materials such as social media posts, Center newsletter, CTLE website, and managing the catalog of professional development offerings.

Duties in support of the Center for International Education include, but are not limited to, providing support for the planning, execution, and financial administration of study abroad programs. This role manages program-related payments and refunds, assists with financial reconciliation, and processes deposits for upcoming travel programs. This position also contributes to the development and maintenance of program web pages and applications, provides marketing and promotional support across multiple international destinations, and coordinates the procurement of materials and supplies needed for events, outreach, and program activities.

This position reports to the Assistant Vice President of the Center for Teaching and Learning Excellence, with dotted line reporting to the Director of International Education.

General Responsibilities

Essential Functions

Performs accurate and timely completion of routine administrative functions, across multiple areas, and may delegate tasks to support personnel (typically student workers) where applicable.

Accurately prepares materials and presentations for assigned areas of responsibility, public or community organizations, and other documents as required.

Coordinates with Marketing as needed.

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Coordinates intra- and inter-departmental communications including administrator directives, dissemination of College/department policy and procedure, and meeting agendas.

Analyzes and reviews the performance of administrative functions within assigned areas for the purpose of improving efficiency, maximizing resources, and ensuring accuracy of task completion.

Prepares and disseminates routine and special reports as required.

Assists in both routine and special projects, which may include research, data compilation, and report preparation.

Coordinates and maintains departmental filing system, including relevant files, records, forms, reports, etc.

Monitors and manages assigned budgets, including grant budgets where applicable.

Oversees maintenance of accounting records for assigned departments, which may include purchase orders, requisitions, billing, expenditures, revenues, inventory, and payroll.

Ensures the accurate preparation of daily/weekly/monthly/annual reports, news releases, announcements, and prepares special reports as directed.

Maintains calendars, arranging and/or monitoring scheduling for seminars, training, meetings, travel, and related functions.

Provides administrative support and coordination for budgetary responsibilities, which may include preparation of work order requests.

Coordinates and supervises special projects that may be complex and specialized as assigned.

Attends/supports/plans/coordinates meetings, events and other forums as required.

Center for Teaching and Learning Excellence

Works with the Assistant Vice President, CTLE to create promotional materials, i.e., emails, and newsletters related to training sessions/programs.

Manages CTLE website content and provides text and image updates to Webmaster and the FSW Marketing department.

Prepares faculty travel authorizations in coordination with the Assistant Vice President.

Maintains accounting records for department, which may include purchase orders, requisitions, billing, expenditures, revenues, inventory, payroll, and P-card reconciliation.

Prepares purchase orders, budget transfers, P-card reconciliation, and check requests.

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Assists the supervisor in routine and special department projects.

Monitors and responds to emails in the tlc@fsw.edu inbox.

Supports Assistant Vice President in the administration of faculty recognition programs.

Acts as Zoom moderator for CTLE workshops and programs that are held in virtual and/or hybrid environments.

Assists Assistant Vice President in creating monthly and yearly faculty training reports.

Disseminates Qualtrics reports to faculty presenters.

Assists with planning and carrying out CTLE events, including monitoring session/event registration and attendance, arranging room layouts, assisting with food orders and material purchases, and setting up technology.

Reviews/proofs training materials for academic technology in support of in person workshops and webinars, user groups, and communities of practice and makes recommendations to help improve “user-friendliness” of materials.

Maintains updated presenter/facilitator bios and pictures in system/calendar and encourages use of FSW directory profiles.

Manages catalog of CTLE professional development offerings.

Center for International Education

Processes final payments and completes purchase order (PO) closures for Summer A study abroad programs.

Manages POs and student-related payments for the Summer B program.

Coordinates check refunds for student deposits and facilitates the return of deposits from airline partners.

Assists with reconciling expenditures associated with summer international programs to ensure accurate financial reporting.

Processes and tracks program deposits for upcoming study abroad programs.

Assists with updating program web pages and online application systems to ensure accurate and timely information for prospective participants.

Provides marketing and design support—using platforms such as Canva—for study abroad programs.

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Coordinates ordering of supplies and materials needed for fall events, marketing initiatives, and program-related activities.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education.

Two (2) years of full-time relevant professional work experience in education, technology training, or a similar position. An appropriate combination of education and experience may be substituted.

Broad-based knowledge and skills in operating a variety of software applications, including office productivity software, such as documents, presentations, charts, surveys, email, learning management systems, and cloud-based tools.

Ability to work evening, early morning and/or weekend hours, as needed.

Ability to travel independently to all FSW campuses in Lee, Charlotte, Collier and Hendry counties on a frequent basis.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.

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- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: December 11, 2025.